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Michigan

UNITED STATES DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration  
Field Service Branch

PROCEDURE FOR COUNTY AND STATE OFFICES IN FURNISHING  
CONSERVATION MATERIALS AND SERVICES

Complete instructions for the preparation and distribution of all forms referred to in this procedure will be found in Form NCR-61, Directory of Conservation Materials Forms.

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Provisions

This procedure contains the policies and limitations of the Field Service Branch governing the procurement and furnishing of materials and services in Michigan under the Agricultural Conservation Program. Such changes as may be required will be issued as supplements to this procedure.

SECTION A - General Plan

Conservation materials and services for carrying out approved conservation practices will be furnished farmers on request in lieu of payments under the Agricultural Conservation Program.

The cost of conservation materials or services furnished shall be borne by farmers receiving the materials or services by having deductions made from payments earned for carrying out practices under the Agricultural Conservation Program. If the cost exceeds the credit for proper use of the material or service, the farmers will be required to contribute the remaining part of the cost of the material or service in cash not later than the time the material or service is furnished. The cash collection on contract purchases will be made by the County Committee or by the contractor not later than the time the material or service is delivered. In the case of purchase orders, the vendors will make the collections from farmers.

Contract purchases of material for distribution to farmers will be made in accordance with provisions covering Government purchasing contained in Section 3709, Revised Statutes of the United States. Materials and services will also be provided on purchase orders as authorized under Section 8 (b) of the Soil Conservation and Domestic Allotment Act.



## SECTION B - Kinds of Materials and Services

The following materials and services may be furnished in Michigan for carrying out a conservation practice with the material or service:

### 1. Liming Materials.

#### a. Type:

Agricultural Limestone, Marl, Sugar Beet Refuse Lime, Paper Mill Refuse Lime, and Carbide Refuse Lime.

#### b. Specifications:

Minimum specifications, as set forth in NCR-47-Mich.

### 2. Fertilizers in the Following Analyses:

- |            |            |
|------------|------------|
| a. 0-18-0  | g. 0-14-7  |
| b. 0-19-0  | h. 0-20-20 |
| c. 0-20-0  | i. 2-12-6  |
| d. 0-45-0  | j. 2-16-8  |
| e. 0-12-12 | k. 3-9-18  |
| f. 0-14-14 | l. 3-12-12 |

Available  $P_2O_5$  and  $K_2O$  furnished in 100# bags.

### 3. Services.

#### a. Type:

- (1) Constructing farm ditches.
- (2) Bulldozing for land clearance.

#### b. Specifications:

The above services must be performed in accordance with the specifications set forth in the Committeeman's Handbook, NCR-47-Mich.

## SECTION C - Procurement Methods

Conservation materials or services to be furnished farmers will be acquired by the Field Service Branch through (I), Purchase Order Plan, and (II), Contracts.



Part I - Purchase Order Plan

Section I - General

- A. Definition of Purchase Order Plan.- The purchase order plan is an arrangement under which materials and services are furnished to eligible farmers through local trade channels. The County Committee issues purchase orders for the materials and services a farmer is eligible to receive. Where the purchase order represents only a part of the cost of the material or service, the remainder must be paid by the farmer to the vendor. The farmer may take the purchase order to any vendor who will fill it at a price not in excess of the price determined to be a fair price, or he may designate a vendor to whom the County Committee will forward the purchase order.
- B. Maximum Value of Services and/or Materials Furnished.- The maximum value of any service or material furnished to a person on a farm shall not exceed the amount of payment which he may earn therewith under the provisions of the Agricultural Conservation Program.
- C. Farmer's Contribution.- In all cases, where the total unit cost of the service or material furnished exceeds the credit rate for the conservation practice for which the service or material was furnished, the farmer shall pay the vendor the amount of the cost in excess of the credit rate.
- D. Fair Price.-
- Definition of Fair Price:
1. Liming Materials.- A fair price shall be the price at which a vendor agrees to furnish the material at a given time under a given set of conditions, provided it is not excessive in relation to:

The prices which farmers are currently paying for the same or similar material under the same or similar conditions,

The prices at which farmers could obtain the same material through other than local channels, and

The actual or estimated cost to the vendor and a reasonable margin for profit.

a. Methods of Determining Fair Price.-

Fair prices for materials will be determined by the County Committee, subject to review by the State Committee. A separate fair price may be determined for each transaction. The price



agreed upon between the vendor on one hand and the farmer and the County Committee on the other hand will become the fair price for the particular material involved. This arrangement will permit consideration of any unusual conditions and circumstances involved in the furnishing of materials.

2. Fertilizer.- A fair price shall be the price at which vendors in an area should be able to supply fertilizer for local delivery under purchase orders, taking the following into consideration to the extent they can be ascertained:

The prices which farmers are currently paying for the material through local supply channels,

The prices at which farmers could obtain the same material through other than local channels, and

The actual or estimated cost to the vendor and a reasonable margin for handling and profit.

a. Methods of Determining Fair Price.-

Fertilizer and other materials, except liming materials.- The fair price for superphosphate and fertilizer mixtures containing phosphate and potash and other materials, except liming materials, will be determined by the State Committee. Fair prices determined may be established on a State or area basis.

3. Services.- A fair price shall be the price at which a vendor equipped to perform a service agrees to furnish it at a given time and under a given set of conditions, provided it is not excessive in relation to:

The prices which farmers are currently paying for the same or a similar service under the same or similar conditions; and

The actual or estimated cost to the vendor and a reasonable margin for profit.

a. Method of Determining Fair Prices.-

Fair prices for services will be determined by the County Committee, subject to review by the State Committee. A separate fair price may be determined for each transaction. The price agreed upon between the vendor on one hand and the farmer and the County Committee on the other hand will become the fair price for the performance of the particular service involved. This arrangement will permit consideration of any unusual conditions and circumstances involved in the performance of services on individual farms.



Section II - Procedure and Forms Used

A. Forms to be Used:

Forms ACP-146 will be used for the recommendation of fair prices of materials. County Committees will authorize the furnishing of services and/or materials under the purchase order plan, by use of the Form ACP-128, "Purchase Order for Materials and Services". After the services are completed or materials furnished, and the Forms ACP-128 are properly signed and approved, they shall be listed on Form ACP-142, "Transmittal Sheet for Purchase Orders", and forwarded to the State Office for payment.

1. Form ACP-146, "Fair Price Recommendations", must be completed for all vendors of materials. This form will be used by County Offices to recommend fair prices for materials to be purchased under purchase orders by farmers in the County, and by State Office to approve prices recommended.

a. The following entries will be made by the County Office:

- (1) State.
- (2) County.
- (3) Name of material.
- (4) Type of delivery.
- (5) Estimated needs.
- (6) Minimum specifications for material.

ENTRIES IN BODY OF FORM

- (7) Vendor's name and address.
- (8) Quantity for which purchase orders are to be issued.
- (9) Price per unit.
- (10) Unit - tons.
- (11) Recommended price and unit.
- (12) Name of County.
- (13) Signature of person signing for County Committee and date.

B. Distribution of Form ACP-146 by County:

Entire set to State Office for approval.



c. Distribution of Form ACP-146 by State Office, after it has been approved by representatives of the State Committee and signed:

- (1) Original approved copy to County.
- (2) State will retain yellow copy.
- (3) Green copy to North Central Region.
- (4) Pink copy is superfluous.

2. Form ACP-128, "Purchase Order for Materials and Services", will be used for the following purposes:

To authorize and approve the purchase of conservation materials from local vendors.

To authorize and approve the procurement of services through local vendors.

a. Preparation of Form ACP-128.- Enter in the spaces provided the following:

- (1) Name of farmer for whom authority is issued.
- (2) State and County.
- (3) Farm serial number.
- (4) Program year during which material or service is to be used.

ACP-128 - Section I

- (1) Name of vendor. (Federal employees and employees or members of State, County or Community Agricultural Conservation Committees are not eligible to render services requested on purchase orders).
- (2) Address of vendor (Place of business).
- (3) Date authority expires. (This date should not be later than the expiration date of the applicable program year).
- (4) Signature of representative of County Committee and date.

ACP-128 - Section II, Part 1

- (1) Column (a) - Material or service authorized. (Only one material or service may be included on each purchase order).



- (2) Column (b) - Specifications for material or service. (The County Office will enter-See NCR-47-Mich.).
- (3) Column (c) - The quantity and unit authorized. (Example: 10 cwt., 100 cu. yds., etc.).
- (4) Column (d) - Quantity furnished. (This column to be completed by vendor).
- (5) Column (e) - The approved fair price per unit for the material or service.
- (6) Column (f) - The portion of the fair price to be paid by the farmer.
- (7) Column (g) - The portion of the fair price to be paid by the Government. (The sum of Column (f) and Column (g) should be equal to the quantity authorized times the fair price).

After the purchase order is properly completed and signed by a member of the County Committee, the original and both copies with carbon intact shall be given to the farmer for presentation to the vendor, or may be forwarded directly to the vendor by the County Committee at the discretion of the farmer.

County Office Records.- The County Office shall keep a record of purchase orders issued and purchase orders filled, by use of Form NCR-47-62. A supply of this form will be furnished by the State Office. These records should be kept by County Offices, and filed separately by vendors, and a copy sent to each vendor at monthly intervals, or more often, if volume warrants, so that the vendor may know which farmers expect to file ACP-128's with him.

ACP-128 - Section II, Part 2

- (1) Column (d) - When the ACP-128 is returned by the vendor, total the quantity furnished, as shown by the vendor's entry in Part 1, Column (d).
- (2) Column (g) - The applicable amount in the same column in Part 1. (If the amount of material furnished differs from the amount requested and the change has the County Committee's approval, the new maximum payment must be calculated and inserted in Columns (f) and (g) of Part 1).

ACP-128 - Section III

- (1) Part (A) - (For use of the farmer receipting for the material or service).



- (2) Part (B) - (For use of the vendor applying for payment).
- (3) Part (C) - Signature of member of the County Committee approving the vendor's application on behalf of the committee, and date of approval. (Signature in this space indicates certification as set forth on reverse side).

b. Distribution of Form ACP-128:

- (1) By vendor.

- (a) Original and yellow copy to County Committee promptly, and, so far as possible, not later than the last day of the month during which the material or service was furnished.

- (b) Green copy - To be retained by vendor.

- (2) The County Committee will examine Forms ACP-128 submitted to cover services rendered or materials furnished for correctness of entries and computations, and will distribute the forms as follows:

- (a) Original - To State Office.

- (b) Yellow copy - Retain in files.

- (3) State Office Operating Procedure.

- (a) Compare with price on Form ACP-146 for vendors.

- (b) Verify completeness, prepare vouchers, and schedules, according to Directions - NCR-61.

- (c) Compile State report from County reports, NCR-93, and submit to Regional Office, as directed in NCR-61.

3. Form ACP-142, "Transmittal Sheet for Purchase Orders", will be used by County Offices to list Form ACP-128 submitted to the State Office for payment. A separate form will be prepared for each vendor and material.

a. The following entries will be made on the form:

- (1) County.

- (2) Transmittal Number - Assign No. 1 to the first transmittal form submitted to the State Office, No. 2 to the second, etc.

- (3) Program year.

- (4) Material or service.

- (5) Name of vendor.



- (6) Date prepared.
- (7) Period of delivery.
- (8) Address of vendor.
- (9) "Price" and "Unit" - Enter "Price" only if price is the same for all purchase orders listed.

ENTRIES IN BODY OF FORM ACP-142 - (One line for each ACP-128)

- (10) Farm number.
- (11) Name of farmer.
- (12) Quantity - (Quantity for which payment is to be made).
- (13) Amount - This will be the "Cost to AAA".
- (14) Totals - Obtain totals of "Quantity" and "Amount" columns, and enter in the spaces provided.

b. Distribution of Form ACP-142 by County:

- (1) Original and first two carbons to State Office with originals of Forms ACP-128.
- (2) File green carbon in County Office.

c. Distribution of Form ACP-142 by State Office:

- (1) Original, after audit, with Forms ACP-128, and voucher to Disbursing Office.
- (2) File blue carbon in State Office.
- (3) Yellow copy to County Office.

d. Distribution by County of copies of Form ACP-142, when approved yellow copy has been received from State Office, and any corrections have been transferred to green copy held in County Office:

- (1) Green copy to vendor.
- (2) Yellow copy to County files.

4. County Offices will report on the 20th of each month on Form NCR-93, "Report of Purchase Orders", the number, extent of practices approved, value



of Forms ACP-128 issued, and estimate the number and value of Forms ACP-128 to be issued during the next period.

Preparation and Distribution of Form NCR-93:

a. The form will be prepared in duplicate, and the following entries will be made in the spaces provided:

- (1) County (For use on County report only).
- (2) State.
- (3) Period covered by report.
- (4) Number of Counties reporting (For use on State report only).
- (5) Number of ACP-128's issued (List by practices).
- (6) Extent of practices approved. Enter under "Issued" the number of cubic yards, linear feet, or tons, whichever is applicable for practice.
- (7) Extent of practice approved. Enter under "Completed" the number of cubic yards, linear feet, or tons, whichever is applicable for practice.
- (8) Cost shown on Forms ACP-128 by practices.
- (9) Fill in additional practices in spaces provided, if necessary.
- (10) Estimated number of ACP-128's by practices to be issued during the next period.
- (11) Estimated cost ACP-128's to be issued during next period.
- (12) Total columns headed "Number", "Cost Shown on Forms ACP-128", "Estimated No.", and "Estimated Cost".
- (13) Date.
- (14) Signature of Chairman of County or State Committee.
- (15) Name of Agricultural Conservation Committee (Name of County or State).

b. Distribution of Form NCR-93, prepared by County Office:

- (1) Original to State Office.
- (2) File copy in County Office.



c. State Office Operating Procedure.-

- (1) Verify completeness of Form NCR-93.
- (2) Report to the North Central Region the number, extent of practices approved, and value of Forms ACP-128 issued in the State, and estimate the number and value of Forms ACP-128 to be issued in the State during the next period, each month, on NCR-93.

d. Distribution of Form NCR-93, prepared by State Office:

- (1) Original to North Central Region.
- (2) Copy to Conservation Materials Unit file.

B. Persons who may and may not fill purchase orders.- Any person (except as provided below) who is willing to furnish materials meeting the required specifications at or below the fair price or to perform required services at prices acceptable to the farmer and the County Committee is eligible to fill purchase orders.

No person paid in full or in part from Field Service Branch funds for personal services and no firm with which any such person is identified or in which he has a controlling financial interest may supply materials and services on purchase orders, unless permission is granted in individual cases by the Director, Field Service Branch.

Vendors are not eligible to fill purchase orders for conservation materials or services for use on their own farms or on the farms of other vendors of the same materials or services.

C. Sampling and testing.-

1. Fertilizers - See page 29 (following).
2. Liming Materials - See page 30 (following).

PART II - Materials Furnished Under Contract

Superphosphate, 18, 19, and 20%, treble, defluorinated, and rock phosphate.- Contracts for these materials will be awarded by the Washington office of the Department of Agriculture and allotments of such materials will be made to the States.

Ground Limestone, Marl, Sugar Beet Refuse Lime, Paper Mill Refuse Lime, and Carbide Refuse Lime to be furnished on a delivered to farm and delivered and spread basis will be solicited by County Offices. Liming materials to be furnished on an f.o.b. rail, f.o.b. truck, f.o.b. truck at stockpile, and stockpile types of delivery will be solicited on a State-wide basis.



Section I - County Contracting Procedure

A. County Procedure for Soliciting Bids and Making Recommendations for Awards.

1. The County Office will analyze its need for material and will request authority from the State Office by means of Form NCR-65 to solicit bids for delivered to farm and delivered and spread types of delivery. The following entries will be made by the County Office on Form NCR-65 which will be prepared in duplicate:

- a. Name of County.
- b. Kind of material desired.
- c. Area to be covered by solicitation. (If solicitation will not be for entire county, the county will list the names of townships for which solicitations will be made).
- d. Type of delivery to be solicited:
  - (1) Place "X" in applicable space provided.
  - (2) Estimated price - prevailing commercial price.
  - (3) Estimated quantity - material to be ordered, through December 31 of the year in question.
  - (4) Total quantity - total of all entries under "Estimated Quantity".
- e. Names of persons to be solicited.
- f. Signature of Chairman of County Committee and date.

When completed, the original and carbon copy of Form NCR-65 will be sent to the State Office.

2. When the approved Form NCR-65 is received from the State Office, the County Office will prepare two copies of Standard Form 33, together with pages 2, 3, and 4 of the contract form for each person or company listed on the request for authority to solicit bids. If the amount of material which will be used in the area covered by the bid invitation may exceed \$10,000 in value, two copies of the Walsh-Healey stipulations should be submitted to the prospective bidder with the bid invitation forms and should be made a part of any award in excess of \$10,000. In addition, one copy will be posted in the Post Office where the County Committee receives its mail, and two copies will be given any person who requests permission to bid.



Standard Form 33 should be prepared as follows:

- a. Make no entries after words "Invitation No. and Contract No."
- b. Enter the name and address of the County Association in the space provided.
- c. Enter the date on which the invitation is made.
- d. Enter the time and date for receiving and opening bids. (This information will be obtained from Form NCR-65, "Request for Authority to Solicit Bids").
- e. Enter the name and title of the Chairman of the County Agricultural Association.
- f. Enter the approximate tons desired.
- g. Enter the names of the County and State in which the material is to be furnished.
- h. On the bidding schedule, there should be entered the name of townships for which bids are solicited.

3. Persons excluded from bidding.- The following persons may not have any interest in a Government contract for liming materials: Agricultural Conservation Community Committeemen, County Agricultural Conservation Committeemen, Agricultural Conservation County Office employees, State Agricultural Conservation Committeemen, Agricultural Conservation State Office employees, other Federal employees, and any member or delegate to Congress or resident commissioner.

4. Receiving Bids.- When bids are received, they will be held unopened under lock in the County Office until the date of the bid opening. Any bid opened through error before the date of the bid opening, will be immediately resealed by the person who opened it, and the envelope signed to show who opened it. The person who opened the bid will be held responsible that contents thereof are not divulged.

5. Opening Bids.- On the bid opening date at the time and place specified, bids will be opened publicly, read, and the prices recorded by the County Committee on a "Bid Abstract" (Form NCR-67) which will be a permanent record. The abstract will be completed as follows:

As Form NCR-67 is printed in rediform sets, it will be necessary for the County Office first to complete the front of the form, as follows:

- a. Names of bidders - Later in headings of columns.



- b. If more than seven bidders respond to the invitation, it will be necessary to prepare two sets of the form. Change the numbers assigned the columns on the first page of the second set to 8 through 14, respectively.
- c. 1946 price - Obtain from 1946 records for applicable type of delivery.
- d. Name of township for applicable type of delivery.
- e. Prices bid and average miles haul to township for applicable type of delivery. (If discount is offered, compute net price and enter on the bid abstract). Enter plant price at top of column.
- f. Award - This column for use of State Office in making awards. Applicable numbers assigned contractors and code symbols will be entered by the State Office in "award" column, to indicate bid to be accepted, and the code will facilitate the typing of notices of acceptance and Standard Forms 1036, "Certificate of Award".
- g. Low bids will be encircled in red by County Office.
- h. If other than low bid is recommended, such bid will be encircled in green, and a memorandum explaining the reason for such recommendation will be attached to the abstract.

Carbons of Forms NCR-67 will then be reversed, and the following entries made on the other side of the form:

- i. County.
- j. State.
- k. Date of solicitation.
- l. Date of bid opening.
- m. Estimated tons or cubic yards.
- n. Kind of material.
- o. Names of bidders solicited. (A check mark will be entered in the column headed "Check", opposite the bidder's name if he responds).
- p. Date.



- q. **Signature** - County Chairman will sign Forms NCR-67, and enter the name of the County in the applicable space.

Distribution of Forms NCR-67, "Bid Abstract" (County):

a. **By County Office:**

- (1) To State Office in duplicate, together with original and one carbon of County recommendations.

b. **By State Office, after awards have been made:**

- (1) File copy in State Office with original typed copies of Standard Form No. 33, copies of Form No. 1036, and copies of the notice of acceptance. Place in folder secured by ACCO fastener with tab on folder bearing the name of the County. The bid abstract will appear first in the file.
- (2) Copy to North Central Region with copy of County Office letter of recommendation, copies of notices of acceptance, and Standard Form No. 1036 for contracts awarded.

Bidders may be present at the opening of bids. Bids received after the time of bid opening, but which were clearly delayed in the mails as evidenced by postmarks and confirmed by the Postmaster, will be opened, considered, and clearly marked to show time of receipt. Bids may be corrected, amended, or withdrawn by telegram or letter prior to the time of opening. A statement signed by the County Committee is necessary if corrections made by bidders on bidding schedules are not initialed by such bidders. Complete telegraphic bids, telephone or oral bids, or bids submitted by letter and not on Standard Form 33 cannot be considered. Bids may not be corrected or modified after bids have been opened; however, clarification of a bid may be considered by the County Committee, and when a price bid is obviously in error, the County Committee should verify the price by securing a written statement from the bidder which should be attached to the bid.

6. Examining Bids.-

a. The County Committee will examine all bids to see that they are properly executed, that no modifications have been made in the terms of the invitation, and that bids have been properly signed by authorized representatives. The County Committee will make such inquiries or investigations as may be necessary with regard to bidders' sources of supply, credit facilities, and equipment to administratively determine bidders' ability to comply with their offers.

b. The County Committee will encircle low bids in red on Form 67, and if other than low bidder is recommended for acceptance, such bid



shall be encircled in green. In the case of tie bids, County Offices will determine whether any factor exists which would result in an advantage to the Government, and form the basis for preferring one bidder over another. If such a factor does not exist, and it is not desirable to accept all the bids, the one to be recommended for acceptance should be determined by lot. As too many tie bids indicate collusion between bidders, such bids should be investigated by the County Committee, and a statement covering the matter should be submitted to the State Office.

c. All papers relating to bids, including bids themselves, and envelopes in which they were received, will be forwarded by the County Office to the State Contracting Officer with a letter of recommendation.

d. Commercial prices for liming materials delivered to farm in townships for which credit rates are desired and which will not be covered by AAA contracts.- In order that current cost data may be available to the State Office for use in establishing credit rates for the 1947 program year, for each type of liming material for which a credit rate is desired, the County Office should report the current commercial price for material delivered to farm for each type of liming material and for each township for which a 1947 credit rate is desired, and which will not be covered by a 1947 AAA contract.

7. Readvertising.- If it is determined that all bids should be rejected, if original bidders' supply of material has been exhausted, or if contract is terminated before completion thereof, a County Committee may be authorized to readvertise.

8. Increasing Quantity of Material to be Furnished Under a Contract.- The amount of material offered by the bidder may be increased by mutual consent of the contractor and the contracting officer when the contractor agrees to provide more material at the same price or lower price, and the County Committee determines that this is the best price that can be currently obtained. If an increase in the amount of the contract is desired, the County Committee should forward the State Committee the following:

a. A memorandum giving the additional amount needed and stating that the price offered is the best price that can be currently obtained.

b. Attached to the above memorandum a statement from the contractor setting out:

(1) That he agrees to deliver material meeting the specifications provided in the original contract at the same or a lower price. (Giving the price and contract number).

(2) The amount he agrees to furnish.

If it appears that it might be possible to secure a better price through readvertising, the County Committee should request authority from the State Committee to readvertise.

The Walsh-Healey Act applies to all contracts where the amount of the contract may exceed \$10,000. In the case of increasing an agreement where the increase may result in the value of the agreement being in excess of \$10,000, the Walsh-Healey Act will apply to the amount of increase and the undelivered portion of the original contract at the time of increase. It is necessary that the contractor sign a statement agreeing to comply with the provisions of the Walsh-Healey Act. If the contractor will not agree to comply with the provisions of the Walsh-Healey Act, it will be necessary to limit the increase in the contract so that the total amount of the contract will not exceed \$10,000.

## Section II - Procedure and Forms Used

A. Accepting and Placing Orders for Liming Materials - All Types of Delivery Except f.o.b. Rail.- Farmers will order liming materials through the County Association by the use of Form ACP-64, "Request for Conservation Materials and Services".

1. Form ACP-64 will be used for the following purposes:

Farmer's order for liming materials.

Farmer's order for superphosphate, or other approved fertilizer material.

County Office record of indebtedness for materials.

a. Farmer's Order for Liming Material, Superphosphate, and Other Approved Fertilizers.- The following entries will be made on Form ACP-64:

- (1) Name of applicant.
- (2) State and County.
- (3) Farm number.
- (4) Make no entry in the space for the request for shipment number. (This entry is applicable only in the case of rail shipments, and will be made by the County Committee from the approved Form ACP-65, as soon as it is received from the State Office).
- (5) Program year.
- (6) Payment, date received, and initials. The payment will be the amount of advance, if any, received from the farmer, and



the spaces for the date and initials are for the use of the member of the County Committee or employee accepting the advance payment.

- (7) Material.
- (8) Place or type of delivery.
- (9) Quantity.
- (10) Unit cost to AAA.- For liming material, superphosphate, or other approved fertilizer, this entry will be the credit rate established for the material or the total cost of the material, whichever is lower. Any discount offered under contract should not be taken into consideration when making the entry.
- (11) Unit cost to farmer.- For liming material, this entry will be the difference between the contract cost of the material plus freight, if any, and the unit cost to AAA. For superphosphate or other approved fertilizer, this entry will be the difference between the deduction and credit rates established for the material.
- (12) Total cost to AAA.- This entry will be the unit cost to AAA times the quantity furnished.
- (13) Total cost to Farmer.- This entry will be the unit cost to farmer times the quantity furnished.
- (14) Requested delivery date.
- (15) Address of applicant.
- (16) Location of farm.
- (17) Signature of applicant and date.
- (18) Signature of County Committeeman approving the Form ACP-64 and the date.

b. Distribution of Form ACP-64 by County Office.

- (1) Liming Materials Ordered by Rail.- Form ACP-64 will be distributed by the County Committee as follows:
  - (a) Original - Retain in County Office pending file. When the material has been delivered and receipt obtained on Form ACP-64, the form should be accounted for on Form ACP-65 and filed in the County record of indebtedness file.

(b) First carbon - This copy is superfluous.

(c) Second carbon - Give to farmer.

(2) Liming Materials Ordered f.o.b. Truck, f.o.b. Truck at Stockpile, Stockpile, Delivered to Farm, and Delivered to Farm and Spread on Fields.- Form ACP-64 will be distributed as follows:

(a) Original - Retain in County Office pending file. When the material has been delivered and the contractor has submitted the receipt to the County Office with Form NCR-664 or ACP-68-B, "Contractor's Delivery Summary", and after the necessary verification of entries and computations has been made, the Form NCR-663 will be attached to the original copy of Form ACP-64, and filed in the County record of indebtedness file.

(b) First carbon - This copy will be sent to the contractor with Form ACP-65, "Request for Shipment and Consignee's Delivery Summary".

(c) Second carbon - Give to farmer.

(3) Superphosphate or Other Approved Fertilizer.- Form ACP-64 will be distributed as follows:

(a) If material is to be distributed by County Committee.- Form ACP-64 will be distributed as follows:

(1) Original - Retain in County Office pending file until shipment is received. Form will then be taken to car or to the warehouse as the case may be, and the farmer's receipt obtained at the time the material is delivered. The quantity of material delivered will be accounted for on Form ACP-65, and the original Form ACP-64 will be filed in the County record of indebtedness file.

(2) First carbon - This copy of the form is superfluous.

(3) Second carbon - Give to farmer.

2. Placing Orders.- County Committees will place orders directly with contractors covering material for delivered to farm, delivered and spread, f.o.b. truck, f.o.b. truck at stockpile, and stockpile types of delivery.



Orders should be placed in accordance with the anticipated delivery schedule shown in the contract for delivered to farm and delivered and spread types of delivery.

- a. Orders should be placed with the contractor in a manner which will result in his having not more than 60 days' supply of undelivered orders on hand at any one time.
- b. If the contractor does not make delivery in accordance with the terms of his contract, a member of the County Committee should contact him in an effort to determine the reason for the delinquency. If the problem cannot be settled satisfactorily between the County Committee and the contractor, the County Committee should promptly report the facts in the case to the State Office for handling.
- c. Form ACP-65, "Request for Shipment and Consignee's Delivery Summary", will be used as a transmittal sheet for the first carbon copies of Forms ACP-64 sent to the contractor.

3. Form ACP-65, "Request for Shipment and Consignee's Delivery Summary", is to be used for the following purposes:

Transmittal sheet for the first carbon copies of Forms ACP-64 placed with liming materials contractors.

State Office record of liming materials orders placed.

County order to State Office for rail shipment of liming material, superphosphate, or other approved fertilizer.

State Office notice to County Office that material has been ordered.

County Office report to State Office of the distribution of material received by rail.

a. Transmittal Sheet for Forms ACP-64 sent to Contractor:

(1) The following entries will be made on Form ACP-65:

- |                              |                               |
|------------------------------|-------------------------------|
| (a) Program year.            | (i) Date desired.             |
| (b) State.                   | (j) Sheet numbers.            |
| (c) County.                  | (k) Unit (Tons or Cu. Yds.)   |
| (d) Contractor.              | (l) List all ACP-64's by farm |
| (e) Type of material.        | number, names of farmers,     |
| (f) Shipping point (Location | and quantity of order.        |
| of Quarry).                  | (m) Total quantity requested  |
| (g) Contract No.             | and unit.                     |
| (h) Type of delivery (Use    | (n) Total number of requests. |
| separate Form ACP-65         | (o) Total value of requests.  |
| for different types          | (p) Signature of member of    |
| of delivery).                | County Committee and date.    |

(2) Distribution of Form ACP-65 will be as follows:

- (a) Original - Attach to related Forms ACP-64 and transmit to contractor.
- (b) First carbon - Filed by the County Office in the contractor's file.
- (c) Second carbon - To the State Office on the same day as orders are turned over to contractor.
- (d) Third carbon - This copy is extra and may be used in any manner the County may see fit.

b. Accounting for Rail Shipments Received by Consignee:

(1) When a carload of material has been received and distributed to farmers, the County Committee will prepare Form ACP-65 as follows:

- (a) Farm No.- Enter number of farm for which the material was furnished. (Obtain from Form ACP-64).



- (b) Name of farmer (Obtain from Form ACP-64).
- (c) Unit - (Enter tons or cu. yds. from Form ACP-64).
- (d) On the dotted line immediately above the word "Unit", enter "Tons" or "Cu. Yds.", whichever is applicable.
- (e) Correct the entry opposite "Total Value of Requests" to correspond with the total value of the material actually distributed.
- (f) In the column headed "This shipment", opposite the words "Quantity Received", enter the quantity shown on Form ACP-67, "Receiving and Inspection Report", as received.
- (g) In the column headed "This shipment", after the words "Previously Distributed", enter the quantity previously distributed, if any. (This space will be used only in the event a portion of the carload has been accounted for on a previous Form ACP-65).
- (h) In the column headed "This shipment", after the words "Distributed this report", enter the sum of the entries in the "Unit" column.
- (i) In the column headed "This shipment", after the words "Amount on Hand", enter the quantity on hand. (This entry should be the result obtained by subtracting from the quantity received, the quantity previously distributed and the quantity distributed this report).
- (j) The column headed "Month of \_\_\_\_\_, 19\_\_" and "Cumulative to Date" are not to be used in the North Central Region, except the first space under "Cumulative to Date" will be utilized by State Office to maintain a record of liming materials orders placed with contractors.

A Form ACP-65 shall be submitted to the State Office the first of each month until an accounting has been made for the entire quantity received in a shipment.

(2) Distribution of Form ACP-65 Completed to Show the Disposition Made of a Carload of Material will be as follows:

- (a) Original - To State Office. (If this is the first report on the shipment, it will be accompanied by the original and two copies of Form ACP-67, "Receiving and Inspection Report", completed for the shipment).

(b) Carbon copy - File in County Office.

(3) Cash collections.- The Field Service Branch will assume the cost of conservation materials in an amount equal to the 1947 credit rate or actual cost to the Field Service Branch, whichever is the smaller:

(a) Delivered to farm and delivered and spread orders.- The farmer will pay the contractor the difference between the credit rate and the contract price.

(b) F.o.b. rail, f.o.b. truck, f.o.b. truck at stockpile, and stockpile.- The farmer will pay the County Committee the difference between the credit rate and cost of the material (including freight for rail shipments) if the cost exceeds the credit rate. The County Committee must make the collection before the farmer receives the material. The collection can be made at the time the ACP-64 is signed or, in the case of rail delivery, at the time the car is unloaded.

(c) Cash collections received in connection with (b) above will be handled in accordance with procedure set forth in NCR-804.

(4) Record of Orders Placed and Delivered.- Preparation of Form NCR-79, "Contractor's Progress Record", will be as follows:

(a) Upon receipt of the County Office copy of the contract or an allotment of material under a State-wide contract, the County should prepare a Form NCR-79, by making the following entries in spaces provided:

(1) Name of the contractor.

(2) Contract number.

(3) Total offered by the contractor (or the total allotted to the County in the case of State-wide contracts).

(4) Types of delivery.

(5) If the contract is limited to \$10,000, enter \$10,000 in the column headed "Limited".

(b) As orders are placed with the contractor, make the following entries daily in spaces provided:

(1) No. of orders.- The total of the number of Forms ACP-64 transmitted with Form ACP-65 to the contractor on a particular day in the applicable column.



- (2) Tons ordered.- Enter the total tonnage represented by the Form ACP-65 in this column under the applicable type of delivery.
- (3) Cumulative tons ordered.- Add the total tonnage ordered on each ACP-65 to the previous total in this column. The cumulative total tons ordered should not exceed the total tonnage offered under the contract, or the total tonnage allotted to the County under a State-wide contract.
- (4) Tons delivered.- When Forms ACP-68-B are submitted by the contractor, the tonnages indicated for the respective types of delivery should be entered in the appropriate columns and the total of all deliveries shown on Form ACP-68-B included in the total in the "Cumulative Tons Delivered" column.
- (5) Value of order.- If the contract is limited to \$10,000, enter the total value of the orders in this column, subtract the entry from the cash available, and enter the result in the "Cash Available" column.
- (6) For use in preparing Form NCR-69, "Monthly Report", obtain a total of the tonnage ordered, and the tonnage delivered under each type of delivery. The total tons ordered for all types of delivery should equal the tons ordered in the "Cumulative Totals" column. The total of tons delivered for all types of delivery should equal the total tons delivered in the "Cumulative Totals" column.

(5) Reports.- The County Office will submit to the State Office reports covering orders placed and orders delivered as of the 20th of each month.

4. Form NCR-69, "County Liming Materials Report", will be used as a County Office monthly report to the State Office of tonnages or cubic yards covered by orders on hand in the County Office, tonnages or cubic yards covered by orders placed with contractors, orders delivered, and estimated value of orders placed with contractors. A separate report will be prepared for each kind of material.

a. Form NCR-69 will be prepared in duplicate as of the 20th of each month in the following manner:

- (1) State and county.

- (2) Period covered by report.
- (3) Program year.
- (4) Kind of material.
- (5) Name of contractor.
- (6) Contract number.
- (7) Orders placed with contractor this period (Tons or Cubic Yards).
- (8) Cumulative total of orders placed with contractor (Tons or Cubic Yards).
- (9) Quantity delivered this period (Tons or Cubic Yards).
- (10) Cumulative total of quantity delivered (Tons or Cubic Yards).
- (11) Total quantity of orders on hand in County Office not placed with contractor (Tons or Cubic Yards).
- (12) Quantity of orders estimated to be placed next period (Tons or Cubic Yards).
- (13) Value of orders placed this period (Cost to AAA of orders placed).
- (14) Estimated value of orders to be placed next period (Average cost to AAA times estimated tons or cubic yards to be placed next period).
- (15) Chairman of County Committee will sign form in space provided.

b. Source of data for report:

- (1) The quantity of orders not placed with contractors will be obtained by totaling the tonnage or cubic yards covered by the ACP-64's on hand in the County Office not placed with the contractors.
- (2) Orders placed in tons or cubic yards and quantity delivered in tons or cubic yards will be taken from Form NCR-79.
- (3) Value of orders placed will be taken from Form ACP-65 covering orders placed with contractors, and will be the cost to AAA.



- (4) Estimated value of orders to be placed during the next period will be computed by multiplying the estimated quantity to be placed with contractors during the next period by the average cost to AAA.

c. Distribution of Form NCR-69:

- (1) Original to State Office immediately after the 20th of each month.
- (2) Copy filed in County Office.

d. If any entries shown under "Cumulative Orders Placed with Contractor" and "Cumulative Delivered" on the current report are less than those on the previous report, give an explanation on the reverse side of the report.

5. Payment Procedure.-

a. When deliveries have been completed, the contractor will prepare Form ACP-68-B, "Contractor's Delivery Summary", and transmit it with related delivery receipts, Forms NCR-663, to the County Office for payment. The County Office will examine Form ACP-68-B and Form NCR-663 for correctness and completeness of entries, for correctness of computations, to determine that any changes of authorization have been initialed, and will make any corrections necessary. The delivery receipts will be detached from the delivery summary, and each will be attached to the related Form ACP-64 on file in the County Office. The Forms ACP-64 and the delivery receipt will be filed in the County Office record of indebtedness file, and the Contractor's Delivery Summary, after it has been signed and dated by a member of the County Committee, will be transmitted to the State Office for payment.

6. Ordering and Accounting for Shipments by Rail - (Superphosphate and Liming Materials).

a. Orders for superphosphate and other material to be received by rail will be taken by the County Association by use of Form ACP-64, "Request for Conservation Materials or Services". The County Committee will request material in carload lots from the State Office. When a shipment of material has been ordered by the State Office, Forms ACP-65 and ACP-67, bearing an AAA order number, name of contractor, shipping point, contract number, bill of lading number, date of approval, and approximate delivery date will be received by the County Office.

b. When a shipment of material is received by the County Office, Form ACP-67, "Receiving and Inspection Report", will be prepared for the shipment.

7. Form ACP-67 will be used for the following purposes:

Report of the condition of rail shipments and the quantity of liming material, superphosphate, or other approved fertilizer received.

a. Preparation of Form ACP-67:

(1) Preparation of Form - All rail shipments.-

- (a) County, State, and Applicable Code.
- (b) ~~Ask~~ request for Shipment No.
- (c) Bill of Lading No.
- (d) Date received, quantity consigned (Refer to B/L), quantity received, (Actual tons or cu. yds. received), name of material, name of contractor from whom received, actual point of delivery, and name of railroad (Final carrier).
- (e) Zone - make no entry.
- (f) Check point of delivery, type of material (Bagged or bulk), and indicate type of bag used.
- (g) Railroad car initials and car number, and indicate type of car used.
- (h) Waybill and freight bill numbers and dates - make no entries.
- (i) Check space provided to show whether sample was taken on delivery.
- (j) In the event of loss, damage or shortage, answer the questions on the reverse of the form. Each original Form ACP-67 indicating a shortage (where no damage is involved) as between the material accounted for by consignee and that specified on the related bill of lading shall be accompanied by a statement from the railroad agent at destination, setting forth the quantity of shortage and certifying that no transportation charge will be made for it.
- (k) Consignee will complete certification at the bottom of Page 1.



b. Distribution of Form ACP-67:

(1) Liming materials shipments:-

(a) Original and two copies to State Office not later than two days after car is unloaded. In the event of loss or shortage, the State Office will forward the original to the Control Accounts and Audit Section, and will indicate under "Remarks" whether a deduction was made on the vendor's voucher.

(b) File one copy in the County Office.

(2) Superphosphate or other approved fertilizer.-

(a) Original and two carbons to State Office not later than two days after car is unloaded. (If dealer is consignee of shipment, original and one carbon copy will be sent to State Office - dealer will retain one carbon). In all cases of loss, damage, or shortage, the State Office will transmit a copy of Form ACP-67 to the Control Accounts and Audit Section, 1037 North High Street, Columbus 1, Ohio. The State Office will indicate on the copy under "Remarks" information as to the deduction, if any, made from the contractor's voucher.

Section III - Other Provisions

A. Distribution of Conservation Materials by Consignee.-

1. The consignee will supervise the distribution of conservation materials to see that each producer receives the amount requested on Form ACP-64. Consignee will arrange for the use of a scale, if possible, for weighing any bulk material which is received. Where scales are not available, the division of the material among the producers may be handled in any manner satisfactory to all interested parties.

2. The County Committee will account to the State Committee for the distribution of the exact quantity shown to have been received on Form ACP-67 by use of Form ACP-65, and will make whatever cash collections are necessary. Form ACP-65 when used in this manner will be prepared in accordance with instructions on Pages 21 - 23.

3. Liability of consignee.- The consignee shall be financially liable for all material which is not accounted for on Form ACP-65, provided the State Committee determines that the shortage was due to gross negligence or carelessness on the part of the consignee.

4. ACP-88 or ACP-88 (Revised), "Cath of Office".- The person designated by the County Office as consignee must have executed an ACP-88 or

ACP-88 (Revised), in order to be eligible to act in this capacity.

5. The County Office will report to the State Office on the first of each month by use of Form ACP-65 the amount of material furnished under each AAA order number during the previous month, so long as any material is on hand in the County.

6. Record of Indebtedness.- When delivery of material has been made, and the farmer's receipt has been obtained on Form ACP-64, the Form ACP-64 should be filed in the Record of Indebtedness file.

7. Payment for rail shipments will be made by the State Office on the basis of information contained on Form ACP-67 received from the County Office.

B. Failure to Use During Program Year.- Where a producer obtained conservation material, but did not use such material during the program year, he should be allowed to use the material the following year, provided he obtains permission from the County Committee. The County Committee may permit the producer to retain the material for use during the following year, or if the needs of the county are such that the material is needed for distribution to other farmers for immediate use, may require the return of the material. When the material is retained for use during the following year, the deduction for the value of the material should be made from the payment for the program year during which it was furnished. If, in the following year, the material is used in accordance with the provisions of the program for such year, credit will be given for the application of the material. If the material is misused, or is not used during the program year for which it was obtained, and permission to use it during the following year was not secured from the County Committee, the rate of deduction will be twice the amount of the usual rate of deduction for that portion of the material misused.

C. Sampling Material.-

1. Superphosphate.- Upon request of the State Office, the County Office will take samples from shipments of superphosphate. The County Office should use a sampler that removes a core from the top to the bottom of the bag. If a sampler is not available, the County Office will be sure that the sample taken is representative of all parts of the bag. Take cores from not less than 10% of the bags present, unless the process necessitates cores from more than twenty bags, in which case take a core from one bag for each additional ton represented. If less than one hundred bags, sample not less than 10 bags; if less than ten bags, sample all bags. Thoroughly mix the portions taken on a clean oilcloth or paper, reduce by quartering to the quantity of sample required, and place in an air-tight container.

Samples should be forwarded to the State Office in moisture-proof bags,



properly identified as to County and State code number, Aaa order number, car number, and name and address of contractor, and date sample was taken.

2. Bulk Superphosphate.- Samples should be taken from several places in the car. These should be thoroughly mixed, and then the proper quantity for the sample to be tested should be quartered out. At least a pound of material is necessary for proper analysis.

3. Liming Materials.- The County Committee shall definitely assign the task of taking samples to a responsible employee who may be a member of the committee. Samples should be taken from every source of agricultural liming materials used for conservation purposes, which is located within the county, in accordance with a sampling schedule on Form NCR-47-95, sent to the County Office by the State Office.

4. Method of Taking Liming Material Samples.- Each County Committee shall purchase or otherwise provide themselves with the following equipment:

1 bucket, 1 small handscoop, 1 old auto license plate or similar piece of metal, 1 large spoon, and 1 square yard of paper or oilcloth.

In addition to the above-mentioned equipment, the State Committee shall provide the County Committee with a sufficient supply of cellophane bags and envelopes, and Forms ACP-133, "Conservation Materials Analysis Report".

Taking samples at the Quarry.- If possible, samples should be taken from the chute. However, if the chute is inaccessible and the material is being loaded on to a stockpile or directly into trucks, the sample may be taken from the stockpile or the truck.

- a. If the sample is to be taken from the chute, use the scoop and take samples at intervals as the material leaves the chute, and place the sample in the bucket. Care should be taken to see that samples from the sides of the chute, as well as from the center, are obtained.
- b. If the sample is to be taken from the stockpile, use the scoop to take samples beginning at the bottom on the outside of the pile, up and around the pile, until the last sample is taken from the top. Place all scoopsful as taken in the bucket.
- c. If a sample is to be taken from a truck at the quarry, the handscoop should be used to take samples from both sides, both ends, and the center of the truck load. All scoopsful taken should be placed in the bucket.

- d. After the samples have been taken and placed in the bucket as described above, proceed as follows: Take the large spoon and mix the limestone in the bucket thoroughly, being careful not to shake the bucket or whirl it which would cause the coarser material to separate from the finer material. Lay the square yard of paper or oilcloth on a smooth surface, and turn the bucket upside down quickly on the paper, or oilcloth, permitting the lime to fall on the paper or oilcloth in as near one mass as possible. DO NOT pour the lime on the paper or cloth.

Take the auto license plate, and divide the pile into two equal piles by forcing it straight down through the center of the pile and scraping one side away from the other. Place the part scraped away back on the truck or stockpile. Put the remainder back in the bucket, and again mix thoroughly and dump again on the paper or oilcloth. Divide the pile with the license plate again, putting the part removed back on the truck or stockpile. Place the remainder in the bucket, and mix thoroughly with the spoon. Then, take the spoon and fill the cellophane bag from the lime in the bucket. The cellophane bag containing the sample should be placed in the manila envelope and clearly labeled.

Samples of marl should be taken and prepared in the manner set out above, except that the sample may be taken from the pit or from a truck which was loaded at the pit while the person taking the sample was present.

Samples taken of refuse lime and slag from stockpiles should be taken in the manner set forth above, except that in the case of extremely large stockpiles, the samples should be confined to the area in which trucks or railcars are being loaded on that particular day. If trucks or railcars are being loaded at several points on a large stockpile, samples should be taken from all loading points. Samples should be taken from at least ten places around and over the area being sampled.

5. Mailing Samples.- All samples taken during the period specified by the State Committee shall be securely packaged and mailed directly to the State Office on the date specified by the State Committee. The samples should be mailed in any type of container available to the County Committee which will be sufficiently strong to permit the samples to be received at the laboratory in good condition.

6. Form NCR-94, "Notice of Liming Material Samples Taken".- The County Office will prepare a record of the dates samples were taken and mailed to the laboratory on Form NCR-94. Form NCR-94 will be prepared by



the County Office in duplicate, and the following entries will be made on the form:

- a. Name of County.
  - b. Name of State.
  - c. Date - Enter date samples were mailed.
  - d. Place "X" in the column headed "Sample Taken", opposite the name of each source for which a sample is being mailed.
  - e. If sample is not mailed to laboratory, the reason for failing to do so will be entered under "Comments" on the applicable line.
  - f. Member of County Committee will sign and date form in spaces provided.
7. Distribution of Form NCR-94 will be as follows:
- a. Original to State Office on date samples go to laboratory.
  - b. File copy in County Office.

#### SECTION D - Contracts

##### Part I - State Procedure for County Contracts

County Committees will solicit bids for material to be delivered to farm and delivered and spread. The State Committee will solicit bids for awards to be made on an f.o.b. rail, f.o.b. truck, f.o.b. truck at stockpile, and stockpile types of delivery. Contracts will be awarded by the State Contracting Officer on the basis of both County solicitations and State solicitations.

- A. County Solicitations.- The State Contracting Officer will enter on the "Request for Authority to Solicit Bids" received from the County Office:
1. The date bids are to be solicited.
  2. Date and time bids are to be opened.
  3. Names and addresses of additional persons to be solicited.
  4. His signature to indicate approval.
  5. The name of the State.
  6. The date.

The copies of the "Request for Authority to Solicit Bids" will then be distributed by the State Office as follows:

1. Original to County Office.
2. File copy in the State Office.

The State Office will maintain a record of counties authorized to solicit bids; dates of bid openings; and date bids and related material are received in the State Office. Bids, bid envelopes, bid abstracts, and all related correspondence shall be stamped with a time stamp immediately upon receipt in the State Office.

B. Examining Bids in the State Office.- Before a detailed examination is made of the bids, a check should be made that all forms listed on the bid abstract are present. A detailed check of all material should be made to determine:

1. That all prospective bidders have been solicited by the County, by making a cross-check of the names appearing on Form NCR-65 and NCR-67.
2. That the blanks provided for the name of the County Association, address, and date have been properly completed on the bid forms.
3. That the approximate quantity of the material and the names of the County and State are entered in the spaces provided therefor.
4. That the blanks for average truck haul, location of source, the amount of material, price, etc., are properly completed by the bidder.
5. Whether the aggregate cost of the material offered may exceed \$10,000. If different prices are quoted for different townships, assume that each township will receive an equal share of the material offered, and by thus averaging the cost of the material, determine the probable amount of the award. Where, according to this computation, the value of the material offered will exceed \$10,000, determine that Item 2 of the bidding schedule has been completed. If the answer is "yes", and the Walsh-Healey Act is applicable, determine that the Walsh-Healey stipulations are included with the bid. In the event the Walsh-Healey stipulations are not included with the bid, a notation should be made to attach a copy to the bid, if accepted, before transmitting the contract to the General Accounting Office, and to forward a copy of such stipulation to the bidder with the notice of acceptance. If the answer is "no", or if the County Committee has knowledge that the value of the material to be furnished under the contract will not exceed \$10,000, a notation should be made on the suspension sheet



to limit the contract to \$10,000. Bidders who indicate in Item 1 of the bidding schedule that they are not dealers or manufacturers may not be awarded a contract in excess of \$10,000.

6. That no alterations have been made on the printed parts of the form, and that all changes in entries made by the bidder bear the initials of the persons signing the bid.
  7. That the bid was submitted and dated prior to the time of opening. A bid should be questioned if there is anything about the bid, the envelope in which it was submitted, or any surrounding circumstances that indicate the bid was not actually received in its complete form prior to the date of opening the bid. Accepting bids submitted after the time set for opening removes the fair competition required by law, since late bidders may have obtained information that would enable them to unfairly submit the lowest bid.
  8. That where a discount has been offered, the County has indicated on the bid abstract the net prices per ton, after taking the discount into consideration. The County Committee computations should be checked.
  9. That the lowest acceptable price bid does not exceed the price for which the material is being sold commercially, as indicated by the estimates submitted by the County at the time authority to solicit bids was requested.
  10. That the amount of material offered by the bidder is comparable with the needs as estimated by the County.
  11. That no restrictions are made by the bidder which would change the terms of the advertisement. If restrictions or modifications in any manner would permit the bidder to obtain an advantage over other bidders, such bid should be rejected. An example of such restriction would be if a contractor bid on a per ton mile basis.
  12. That all the necessary information on this form has been properly entered.
- C. Suspensions.- In the event any information has been omitted from the form that cannot be supplied in the State Office from available information, the forms should be returned to the County Office for completion.
- D. Awards.- All contracts for liming materials will be awarded by the State Contracting Officer. Form NCR-971, "Notice of Acceptance", (County), should be used to notify the bidder that his offer has been accepted. Form NCR-971 should be prepared in accordance with instructions on Page 43 of Form NCR-61.

- E. Standard Form No. 1036.- This form should be prepared for each award made. If award is made to other than low bidder, a complete explanation and justification of the action taken should be made on Standard Form No. 1036, "Statement and Certificate of Award", in accordance with the instructions on Page 47 of Form NCR-61.
- F. Numbering Contracts.- The State Office will number contracts consecutively, beginning with the number "1", preceded by the letter "A", the State code number, and "FSB"; For example, "A35-FSB-1".
- G. Distribution of U. S. Standard Form 33 (Revised) and Related Forms.-
1. The signed original of Form 33, a signed copy of the "Notice of Acceptance", and the originals of all related papers (except Standard Form No. 1036) shall be attached together and forwarded to the Contract Examining Section, General Accounting Office, Washington 25, D. C.
  2. The original "Notice of Acceptance" shall be forwarded to the contractor with a letter of instructions relating to the ordering of materials and payment. (A copy of the letter of instructions appears on Pages 51, 52, and 53 of Form NCR-61).
  3. A copy of the bid abstract, a copy of the "Notice of Acceptance", and Standard Form No. 1036 shall be attached together and forwarded to the Regional Office.
  4. One copy of Form 33, together with a copy of the "Notice of Acceptance" shall be forwarded to the Association Office of the County which will have materials for delivery to farms and material to be delivered and spread on fields.
  5. The following shall be filed in the Office of the Contracting Officer:
    - a. Accepted Bids.- Copies of accepted bids, Forms 1036, "Notice of Acceptance", and Abstracts of Bids.
    - b. Rejected Bids.- All rejected bids.
- H. Form PC-1, "Notice of Award of Contract".- Form PC-1 shall be prepared for each contract subject to the provisions of the Walsh-Healey Act.
- I. Form PC-13-"Poster".- Forms PC-13 shall be sent to all contractors, subject to the provisions of the Walsh-Healey Act.



PART II - State Procedure

Section I - State Contracts

- A. State-Wide Solicitations.- Bids for material to be furnished on f.o.b. truck, f.o.b. rail, f.o.b. truck at stockpile, and stockpile basis shall be solicited by the State Contracting Officer. When the date of making the solicitation and the bid opening date and time have been determined, the State Office will prepare Standard Forms 33 and related papers, and mail two copies thereof to each person or firm to be solicited. Two copies shall be given to any person who requests permission to bid, and one copy shall be posted in the Post Office at which the State Committee receives its mail. The following entries will be made on Standard Form No. 33 by the State Office: (See Page 44 of Form NCR-61).
- B. Receiving Bids.- When bids are received in the State Office, they will be held unopened under lock, until the date of the bid opening. Any bid opened through error before the date of the bid opening will be immediately repealed by the person who opened it and the envelope signed to show who opened it. The person who opened the bid will be held responsible that the contents thereof are not divulged.
- C. Opening Bids.- On the bid opening date, at the time and place specified, bids will be opened publicly, read, and the prices recorded by the State Office on a bid abstract (Form NCR-67-A), "Bid Abstract" (State), which will be a permanent record. The bid abstract will be completed as follows: (See Page 19 of Form NCR-61).

Bidders may be present at the opening of bids. Bids received after the time of bid opening, but which were clearly delayed in the mails, as evidenced by postmarks and confirmed by the Postmaster, will be opened, considered, and clearly marked to show time of receipt. Bids may be corrected, amended, or withdrawn by telegram or letter prior to the time of opening. A statement, signed by the County Committee, is necessary if corrections made by bidders on bidding schedules are not initialed by such bidders. Complete telegraphic bids, telephone or oral bids, or bids submitted by letter and not on Standard Form 33, cannot be considered. Bids may not be corrected or modified after bids have been opened; however, clarification of a bid may be considered by the State Committee, and, when a price bid is obviously in error, the State Committee should verify the price by securing a written statement from the bidder which should be attached to the bid.

- D. Examining Bids.- The State Office will examine all bids to see that they are properly executed, that no modifications have been made in the terms of the invitation, and that bids have been properly signed by authorized representatives. The State Committee will make such inquiries or investigations as may be necessary with regard to bidders' sources of supply,

credit facilities, and equipment to administratively determine bidders' ability to comply with their offers.

The State Office will encircle low bids in red on Form 67-A, and if other than low bidder is recommended for acceptance, such bids shall be encircled in green. In the case of tie bids, State Offices will determine whether any factor exists which would result in an advantage to the Government, and form the basis for preferring one bidder over another. If such a factor does not exist, and it is not desirable to accept all the bids, the one to be recommended for acceptance should be determined by lot. As too many tie bids indicate collusion between bidders, such bids should be investigated by the State Office, and a statement covering the matter should be attached to the bids.

- E. Readvertising.-- If it is determined that all bids should be rejected, if original bidder's supply of material has been exhausted, or if contract is terminated before completion thereof, the State Office may readvertise.
- F. Awards.-- Award for material for which bids were solicited will be made by the State Contracting Officer. Form NCR-971-A, "Notice of Acceptance" (State), should be used to notify the bidder that his offer has been accepted. Form NCR-971-A should be prepared as follows: (See Page 43 of Form NCR-61).
- G. Standard Form No. 1036.-- This form should be prepared for each award made. The form should be prepared as follows: (See Page 47 of Form NCR-61).

If award is made to other than low bidder, a complete explanation and justification of the action taken should be made on the Standard Form 1036.

- H. Numbering Contracts.-- The same series of numbers will be used to number both County and State-wide awards. For instance, a State-wide contract might be numbered A35-FSB-1, and a contract award on a County basis might be numbered A35-FSB-2.
- I. Distribution of U. S. Standard Form 33 (Revised) and Related Forms.--

1. The signed original of Form 33, a signed copy of the "Notice of Acceptance", and the originals of all related papers (except Standard Form No. 1036) shall be attached together and forwarded to the Contract Examining Section, General Accounting Office, Washington 25, D. C.
2. The original "Notice of Acceptance" shall be forwarded to the contractor with a letter of instructions relating to the ordering of materials, and payment. (A copy of the letter of instructions appears on Pages 51, 52, and 53 of Form NCR-61).



3. A copy of the bid abstract, a copy of the "Notice of Acceptance", and Standard Form No. 1036 shall be attached together and forwarded to the Regional Office.
4. The following shall be filed in the office of the contracting officer:
  - a. Accepted Bids.- Copies of accepted bids, Forms 1036, "Notices of Acceptance", and abstracts of bids.
  - b. Rejected Bids.- All rejected bids.
- J. Form PC-1, "Notice of Award of Contract".- Form PC-1 shall be prepared for each contract, subject to the provisions of the Walsh-Healey Act.
- K. Form PC-13-"Poster".- Forms PC-13 shall be sent to all contractors, subject to the provisions of the Walsh-Healey Act.

Section II - Allocations, Approving Requests,

Placing Orders, and Office Records - State Office - Contract Material

A. Superphosphate.-

1. Superphosphate will be allocated to State Offices by Regional Office, and a control card to cover the allocation will be set up by the State Office on Form NCR-47-66. Instructions for the preparation of Form NCR-47-66 are as follows: (See Page 40 of Form NCR-61).
2. The State Office will approve requests from County Offices for superphosphate, within the limitations of each State allocation of material. The State Office will order the material from the contractor by means of Form ACP-130, "Request for Shipment", and Standard Form 1103 "Government Bill of Lading". Form ACP-130 and Standard Form 1103 should be prepared as follows:

(See Page 10 of Form NCR-61 for Preparation of ACP-130, and Pages 49 and 50 for preparation of B/L, also, distribution of forms).
3. As soon as the material has been ordered by the State Office, the County Office will be notified by means of Form ACP-65 that the material has been ordered.
4. Shipment of Material.- When the material has been shipped, the State Office will receive a copy of the bill of lading covering the shipment, and will be on the lookout for a "Receiving and Inspection Report", (Form ACP-67), to be received from the County Office or consignee to cover the shipment. The State Office will

also maintain a record, so that a sample to be analyzed will be requested for every tenth car shipped into a State by a contractor. The State Office will maintain a record of each carload of fertilizer received in the State. The quantity received by the County will be obtained from the Form ACP-67 received for the shipment, and the quantity distributed will be taken from Forms ACP-65, which the County will submit to the State Office each month, until the entire quantity received in the shipment has been accounted for.

B. Liming Materials.-

1. On the basis of County needs and considering the quantity of material under contract, the State Office will allocate material to be furnished on an f.o.b. rail basis to County Offices. The County Offices will place orders with the State Office by memorandum. The State Office will order the material from contractors by use of Form ACP-130 and Standard Form 1103, "Government Bill of Lading". Form ACP-130 and Standard Form 1103 will be prepared as follows:

(See Page 10, Form NCR-61, for instructions for ACP-130. See Pages 49 and 50, Form NCR-61, for instructions for B/L).

2. The County Office will be notified by means of Form ACP-65 that the material has been ordered.
3. Cost Schedule for Rail Shipments.- Form NCR-73 will be used by the State Office to notify counties of the freight rates and f.o.b. rail prices from various shipping points in the State, so that the County Office will be in a position to determine the amount of cash per ton to be collected from the farmers who receive the material. The cash to be collected will be the difference between the cost of the material, plus freight, and the applicable credit rate for the township concerned.
4. When the material has been shipped by the contractor, a copy of the bill of lading will be received by the State Office. The State Office will then be on the lookout for Form ACP-67, covering the shipment to be received from the County Office. In the case of liming materials, all material will be distributed at once. Therefore, Form ACP-65, covering distribution of the entire quantity shown on Form ACP-67 as having been received, should accompany Form ACP-67 to the State Office.
5. State Office Records and Reports on Liming Materials.- The State Office will maintain a record of material furnished by each contractor by use of 3rd carbon of Form ACP-130.



6. Record of Orders Placed.- The State Office will maintain a record of orders placed by counties by use of Form ACP-130.
7. Monthly Report.- The State Office shall prepare a summary of all County monthly reports for submission to the Regional Office. This report shall be forwarded on the first of each month by use of Form NCR-70, "State Liming Materials Report". Form NCR-70 shall be prepared as follows: (See Page 24 of Form NCR-61).
8. Obligation of Funds Covering Charges for Rail Transportation.- The State Office will advise the Control Accounts and Audit Section on the last day of each month of the amount of funds required to pay the freight charges on all material shipped on Government bills of lading during that month. This amount will be determined by multiplying the number of tons shown on the State Office copy of completed bills of lading received from the shipper during the month times the applicable average freight rate.

### Part III - Payments Under Contracts (State Procedure)

#### Section I - Rail Shipments

##### A. Liming Materials.-

1. When a Form ACP-67, "Receiving and Inspection Report", covering an f.o.b. shipment of liming material is received from the County Office, the State Office will prepare Standard Form No. 1034 to cover the shipment, and mail it to the contractor for signature. The contractor, after signing the Standard Form 1034, will return it directly to the State Office. Standard Form 1034 will be prepared by the State Office as follows: (See Pages 45 and 46 of Form NCR-61).
2. Upon return of Standard Form No. 1034, properly signed, it will be scheduled by the State Office on Standard Form 1064, certified, and transmitted to the Regional Disbursing Office for payment. Standard Form No. 1064 should be prepared as follows: (See Page 48 of Form NCR-61).

##### B. Vouchers Covering Superphosphate.-

1. State Offices will be provided by the Regional Office with copies of contracts awarded by the Department of Agriculture, under which shipments will be made. Upon receipt of each contract, the State Office will set up a record covering allocations and payments to contractors under the contract. Form NCR-47-66, "Fertilizer Control Card", should be used for this purpose, and should be prepared as follows: (See Page 40 of Form NCR-61).
2. Contractors will bill the State Office each week for all shipments made during the week.

a. The contractors' claim for payment will consist of the following:

- (1) Original and one copy of Standard Form 1034.
- (2) Original and one copy of Form ACP-141.
- (3) One copy of the completed bill of lading.

All forms will be prepared by the contractor.

3. Forms ACP-67, "Receiving and Inspection Report", will be forwarded by the County Office directly to the State Office.

4. Audit of Vouchers in the State Office:

a. The State Office will verify:

- (1) Contractor's name, address, and contract number.
- (2) Description of the material.
- (3) Shipping point.
- (4) Price.
- (5) Tonnage claimed vs. amount shown as received on Form ACP-67 (Vouchers cannot be certified until the applicable Form ACP-67 is received in the State Office).
- (6) Bill of lading number as shown on Form ACP-67.
- (7) Total amount claimed.

5. Adjustments in amount claimed:

a. Bagged material:

- (1) Adjustments will be made on the basis of shortages reported on the applicable Form ACP-67.
- (2) Losses in transit will be adjusted with the carrier on the basis of the report on the original bill of lading and Form ACP-67.
- (3) Short shipments will be adjusted with the contractor, unless no seals or broken seals are on the car upon arrival or it is established that the numbers of the seals at destination do not agree with those placed on the car by the contractor in which case the adjustment is made with the carrier.



- (4) After the Control Accounts and Audit Section has reviewed Form ACP-67 in cases of loss, damage, or shortage, it may be necessary to make subsequent adjustments with the contractor. Such adjustments shall be made on any unpaid vouchers received in the State Office, upon request of the Control Accounts and Audit Section.
- (5) Adjustments for substandard material will be made in accordance with instructions from the Chief. Deductions will be made only on request of the Regional Office.

b. Difference Statement (Form NCR-47-74):

- (1) Preparation.- (See Page 21 of Form NCR-61).
- (2) Distribution:
  - (a) Original with voucher to Disbursing Office.
  - (b) Copy to payee.
  - (c) Two copies with State Office voucher file.
  - (d) Copy to North Central Region.

6. Distribution of Forms:

a. To the Disbursing Office:

- (1) Original Standard Form 1034.
- (2) Original Form ACP-141.
- (3) Standard Form 1064 (same number of copies as used for limestone vouchers).
- (4) Original of "Difference Statement", if any.

b. Retained in the State Office:

- (1) Copy of Standard Form 1034.
- (2) Copy of Form ACP-141.
- (3) Copy of Bill of Lading.
- (4) Form ACP-67.

c. To Control Accounts and Audit Section:

- (1) One copy of Form ACP-67 in all cases of loss, damage, or shortage in order that Control Accounts and Audit Section can adjust freight. Enter in "Remarks" space, information as to the deduction, if any, made from the contractor's voucher.

7. Appropriation Chargeable.- The appropriation chargeable will be the appropriation in effect at the time the contract was awarded.

8. Bureau Voucher.-

- a. Bureau voucher number should be used from the same series used for liming materials.

9. Allocation of Material:

- a. The Regional Office will continue to make allocation of material.
- b. Payment for tonnage furnished under each contract may not exceed the allocation received from the Regional Office.

10. Obligation of Funds:

- a. Funds will be obligated to cover the cost of material ordered in accordance with instructions issued by the Administrative & Fiscal Section of the North Central Region.

Section II - Deliveries Under County Contracts

A. Payment for Material Included on "Delivery Summaries", (Forms ACP-68-B):

1. Submitted for Payment Through County Offices.- Forms ACP-68-B received from County Offices will be transmitted by the State Office to the Regional Disbursing Office with properly prepared Forms 1034 and 1064. Instructions for preparation of the forms appear on Pages 47 and 48 of Form NCR-61.

2. Deductions on Vouchers:

- a. Reasons for making deductions.-

- (1) When Form ACP-68-B claims payment for more material than is receipted for on NCR-663.
- (2) When contractor claims at a rate in excess of that stipulated by contract, or in the case of purchase orders, at



a rate in excess of the fair price established or the portion thereof payable by the Government.

(3) When shortages in material are reported for which the contractor is definitely responsible. (Shortages for which the carrier is responsible should not be deducted from the contractor's bill).

(4) Materials or services which do not meet specifications.

b. Method of making deductions.-

(1) In all cases where the audit reveals that a bill will be certified in an amount different from the amount claimed, a "Difference Statement", Form NCR-47-74, will be prepared in triplicate, describing the deduction made on the face of the voucher.

3. Distribution of Standard Form 1064 and Supporting Forms.-

- a. Forward the original and two copies of Standard Form 1064 to the Regional Disbursing Office, together with the original vouchers, Standard Forms 1034, original of the "Contractor's Delivery Summary", Forms ACP-68-B, or Forms ACP-128.
- b. Forward one copy to the State Accountant.
- c. Retain one copy in the scheduling unit.
- d. When a copy is returned from the Disbursing Office, the scheduling unit should transfer the additional information which has been placed on the forms by the Disbursing Office to their file copy of the schedule. The form returned by the Disbursing Office should then be forwarded to the State Accountant.

Section III - Discounts

- A. Claims submitted by contractors offering a discount must be given special handling in order that payment can be made within the discount period. In the event a discount is lost due to improper handling, it will be necessary for the certifying officer to prepare a statement explaining the reason for such loss. If this explanation indicates negligence on the part of the employees handling the vouchers, it will be necessary that the responsibility be fixed and the Government reimbursed for the discount lost.
- B. Discount periods will be figured from the date a properly executed Form ACP-68-B, ACP-128, or voucher is received in the County Office for other than rail shipments. In the case of rail shipments, the date the material is received at the destination, as evidenced by Form ACP-67, will be used.

If it becomes necessary to return the claim to the contractor due to the fact that the claim has not been properly submitted, due to his error, or if there is a delay on the contractor's part in returning the voucher, the discount period will begin upon receipt of the correct form in the County or State Office, as the case may be.

C. In compliance with requests of the Treasury Department to provide a uniform method for the submission of discount vouchers to the Division of Disbursement for payment, and to guard against loss of cash discounts, the Office of Budget and Finance has issued the following instructions:

1. Expedite handling of discount vouchers in order that such vouchers may be forwarded to the proper disbursing officer sufficiently in advance of the date the discount period expires to enable payment on or before that date.
2. Schedule cash discount vouchers separately from other vouchers.
3. Utilize Treasury Form No. 426 (prescribed by the Treasury Department) for use as a standard notification to be attached to all Schedules of Disbursements (Standard Form 1064) which normally covers the voucher(s). The final discount date should be inserted in the space provided on Form No. 426.
4. More than one discount voucher may be included on the same schedule, provided there are not more than three days separating the earliest and latest discount periods. Where more than one voucher is included on a single schedule, the discount notice (Form No. 426) should indicate the earliest expiration date of the discounts involved.

#### SECTION E - Sampling and Analyzing Materials

##### Part I - State Procedure

A. The State Office, through the fieldman, shall determine the name and location of each quarry, pit, and stockpile from which samples should be taken within each county. Form NCR-94 will be typed in the State Office for each county, and should list all such quarries, pits, and stockpiles. Instructions for the preparation of Form NCR-94 are as follows:

1. Preparation and Distribution of Form NCR-94, "Notice of Liming Material Samples Taken":

a. Form NCR-94 will be prepared by the County Office in duplicate, and the following entries will be made:

- (1) Name of County.



- (2) Name of State.
- (3) Date - Enter date samples were mailed.
- (4) Place "X" in the column headed "Sample Taken", opposite the name of each source for which a sample is being mailed.
- (5) If sample is not mailed to laboratory, the reason for failing to do so will be entered under "Comments" on the applicable line.
- (6) Member of County Committee will sign and date form in spaces provided.

b. Distribution of Form NCR-94 will be as follows:

- (1) Original to State Office on date samples go to laboratory.
- (2) File copy in County Office.

B. The State Office shall set up a sample taking time schedule which will afford an even flow of samples to the laboratory and will permit the analysis of at least one sample from each source during each month. Each County Committee should be advised of the designated period during each month in which it is to take samples, and the final date during that period on which the samples should be mailed to the laboratory. The schedule should be set up by use of Form NCR-47-95, "County Liming Material Sampling Schedule". Instructions for the preparation of Form NCR-47-95 are as follows:

1. The State Office will use the form to advise Counties of the dates of months on which samples are to be submitted to laboratories to be analyzed.

a. The following entries will be made on the form when prepared by the State Office:

- (1) Name of County - One line for each county in the State in which sources of liming material are located.
- (2) Day of month for each month on which county is to submit samples to laboratory. (Date will be varied from month to month, so that producers will not have prior knowledge of when their material will be sampled).

b. Distribution of Form NCR-47-95:

- (1) State Office will transmit a copy to each County listed.
- (2) Retain one copy in State Office. When Form NCR-94, "Notice of Liming Materials Samples Taken", is received from a County,

the date in the applicable month column for the applicable County will be encircled in red.

C. When a source is located within the North Central Region and material is being furnished in both the State in which the source is located and in an adjoining State, samples will be taken and analyzed by the State in which the source is located. Arrangement should be made between the State Committee of the State in which the source is located and the State Committee of the adjoining State in which the material also is being delivered, so that the results of the analyses will be available to both State Committees. If the material is being furnished in a State of the North Central Region from a source located outside the region, samples of the material furnished will be taken from the truck or railroad car upon arrival at its destination.

D. Results of Analyses from the Laboratory:

1. The State Office will receive the original and two carbons of the completed Forms ACP-133 from the laboratory. (The laboratory will retain the bottom copy).
2. The State Office shall review all results of analyses received from the laboratory.
3. If the results of the analyses indicate that the material is below specifications, the State Office shall proceed as follows:
  - a. Request the County Committee to obtain another sample immediately, and to obtain additional samples once each week until further advised.
  - b. Advise the State Laboratory to give preference to the additional samples, and request it to report the results of the analyses immediately to the State Office.
  - c. If the results of the analyses of the second samples are satisfactory, it can be assumed that the first samples were not representative of the material, and the County Committee should be so advised and instructed to discontinue taking samples at weekly intervals, and to revert to the regular monthly sampling schedule. If the results of the analyses of the second samples do not meet specifications, the procedure set forth in paragraph "E" below should be followed.
4. The State Office will transmit one copy of Form ACP-133 to the producer, one copy to the County Committee, and retain the original.
5. The original forms will be filed in a 5 x 8 card file alphabetically by name of producer.



6. Original Forms ACP-133 covering material not meeting specifications should not be filed until the case has been settled in accordance with procedure set forth herein. Such forms should be maintained in a separate file for ready reference until each case is settled.

E. Material Not Meeting Specifications:

1. If the results of the first sample indicate that the material does not meet specifications, the County Committee and the producer of the material should be advised of this fact, and the producer also advised that samples will be taken at frequent intervals until a definite determination of the quality of the material can be made. It shall be the responsibility of the producer to advise truckers or other customers of this fact.
2. The State Office should make every effort to assist the producer to bring the quality of his product up to standard.
3. As soon as the material again meets quality specifications, the County Office should be immediately instructed to return to the regular monthly sampling schedule.
  - a. No adjustment in the payment or deduction for liming material purchased by or furnished to individual farmers shall be made with respect to material acquired prior to receipt of notice by the County Committee from the State Committee that the liming material fails to meet specifications.
  - b. If the material is being furnished under contract, the contractor shall either furnish each farmer an additional amount of material, as required by the State Office, or receive payment for the material at a proportional reduction in price, as provided in the contract.
4. If the material from a particular source consistently runs under specifications, and the producer appears to be making no effort to improve the quality, all of the output of the producer shall be considered as below standard until the State Office is satisfied, from subsequent samples, that the material again meets specifications. The State Office shall average the analysis reports received to date and, on the basis of the deficiency, shall require a correspondingly greater amount of the material to be applied in the future to earn credit at the established credit rate per ton. This requirement shall begin upon receipt of notice to the County Committee from the State Committee that the material does not meet specifications. This notice shall set forth the amount of additional material required.
  - a. Contracts covering this material shall be cancelled or amended to provide for material of the revised specifications.

5. Material Being Produced and Stockpiled for Future Delivery.- If samples are taken during the time a stockpile is being produced, and some of the analyses do not meet specifications, the quality of the material in the stockpile shall be determined as an average of all analyses taken during the stockpiling process.

F. Determining Deductions for Material Not Meeting Specifications:

1. The specifications shown in SECTION B, Page 2 of this procedure, will be considered minimum specifications for each type of material, whether sold to farmers commercially or purchased through AAA contracts.
2. Where the minimum specifications for agricultural limestone require 80 percent, including all the finer particles through an 8-mesh screen, and 80 percent calcium carbonate equivalent, and one or both must be above the minimum, so that the result of multiplication of the two will be at least 0.72, the following will apply:
  - a. If the analysis report shows both the mechanical and chemical analysis to be below 90 percent, but neither less than 80 percent, multiply the two and compare the results with 0.72. If the result is 0.72 or greater, the material meets specifications. If the result is less than 0.72, the deficiency will be the percent by which the result of the multiplication is less than 0.72. The price of the material should be reduced by the percent of the deficiency or that percent of 2,000 lbs. of additional material should be required for each ton of the low analysis material delivered.
  - b. If either the mechanical analysis or the chemical analysis exceeds 90 percent and the other analysis is less than 80 percent, the deficiency should be computed only on the analysis which is less than 80 percent. For example:

Analysis report shows 95 percent  $\text{CaCO}_3$  and 75 percent through an 8-mesh screen. The cost of the material is \$2.00 per ton.

Since the material contains more than 90 percent  $\text{CaCO}_3$ , the mechanical analysis need only be 80 percent for the material to meet specifications. The formula for determining the deduction will be as follows:

$$\frac{75}{80} \times \$2.00 = \frac{150}{80} = \$1.875 \text{ (Value of 1 ton of material).}$$

$$\frac{80}{75} \times 2,000 \text{ lbs.} = \frac{160,000}{75} = 2,133 \frac{1}{3} \text{ lbs. (Amount of material required to equal 1 ton of material meeting specifications).}$$



- c. If neither the mechanical nor the chemical analyses meet the minimum specifications, the minimum chemical specifications should be given a weight of 90 percent and the mechanical specification a weight of 80 percent. For example:

Analysis report shows 68 percent  $\text{CaCO}_3$  and 75 percent through an 8-mesh screen. The cost of the material is \$2.00 per ton.

Since both mechanical and chemical analyses are below minimum specifications, the formula for determining the deduction will be as follows:

$$\frac{68}{90} \times \frac{75}{80} \times \frac{2.00}{1} = \frac{10,200}{7,200} = \$1.42 \text{ (Value of 1 ton of material).}$$

$$\frac{90}{68} \times \frac{80}{75} \times 2,000 \text{ lbs.} = \frac{14,400,000}{5,100} = 2,824 \text{ lbs. (Amount of material required to equal 1 ton of material meeting specifications).}$$

- d. Where the minimum specifications are the same as shown in subparagraph "2" above, and have the additional requirement of 20 percent through a 100-mesh screen, the procedure will be the same as set forth in paragraph "2", unless the percentage through the 100-mesh screen is less than 20 percent. For example:

Analysis report shows 95 percent  $\text{CaCO}_3$ , 75 percent through an 8-mesh screen, and 12 percent through a 100-mesh screen. The formula for determining the deduction will be as follows:

$$\frac{75}{80} \times \frac{12}{20} \times \$2.00 = \frac{18.00}{16} = \$1.125 \text{ (Value of 1 ton of material).}$$

$$\frac{80}{75} \times \frac{20}{12} \times 2,000 \text{ lbs.} = \frac{3,200,000}{900} = 3,556 \text{ lbs. (Amount of material required to equal 1 ton of material meeting specifications).}$$

## Part II - Checking Weights of Liming Materials

### Delivered Under Field Service Branch Contracts

- A. In cases where a contractor has been found by the County Committee, or in some other manner, to be furnishing short weights, the State Committee shall determine whether such short weights are deliberate and constitute an attempt to defraud the Government, or whether the circumstances would indicate that the contractor did not knowingly furnish short weights. In those cases which the State Committee determines were without intent to defraud, the contractor shall be required to deliver to each farmer the

correct amount of material as shown on the delivery receipt.

- B. Contractors Obtaining Receipts Before Material is Delivered.- In any case where the State Committee has indication that the contractors are obtaining receipts before the material is actually delivered, such contractors' vouchers should not be approved for payment until the County Committee has assured itself that the farmers have received the full tonnage covered by the receipts.
- C. Notice.- All cases where the County Committee or State Committee has indication that the contractor is deliberately attempting to defraud the Government, such as furnishing short weights, obtaining receipts before material is delivered, etc., shall be reported to the Regional Office for handling. In no case of deliberate fraudulent action by the contractor shall the County or State Committee attempt to make a settlement without the approval of the Regional Office. In these types of cases, vouchers should not be certified for payment until a definite decision is made with respect to alleged irregularities.



1. The first part of the report is a general  
description of the project and its objectives.  
2. The second part is a detailed description of the  
methodology used in the study.  
3. The third part is a description of the results  
of the study.

4. The fourth part is a discussion of the  
results and their implications.  
5. The fifth part is a conclusion and  
recommendations for future research.

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1947 Agricultural Conservation Program

Illinois

## STATE AND COUNTY OFFICE INSTRUCTIONS

## CONSERVATION MATERIALS AND SERVICE PROGRAM

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## PART I - GENERAL PROVISIONS

### Section I - Materials and Services to be Furnished

A. General Plan - Conservation materials and services for carrying out approved conservation practices will be furnished farmers on request in lieu of payments under the Agricultural Conservation Program.

The cost of conservation materials or services furnished shall be borne by farmers receiving the materials or services by having deductions made from payments earned for carrying out practices under the Agricultural Conservation Program. If the cost exceeds the credit for proper use of the material or service, farmers will be required to contribute the remaining part of the cost of the material or service in cash not later than the time the material or service is furnished. The cash collection on contract purchases will be made by the county committee at the time the material is delivered. In the case of purchase orders, the vendors will make the collections from farmers.

Contract purchases of material for distribution to farmers will be made in accordance with provisions covering Government purchasing contained in Section 3709, Revised Statutes of the United States. Materials and services will also be provided on purchase orders as authorized under Section 8 (b) of the Soil Conservation and Domestic Allotment Act.

B. Kinds of Material - The following materials and services may be furnished in Illinois for carrying out approved conservation practices.

#### (1) Materials by Contract or Purchase Order

Agricultural Limestone  
Lead Mine Refuse Limestone  
No. 2 Limestone  
Superphosphate  
Potash  
Fertilizer Mixtures Listed Below:

0-12-12	0-20-10	2-12-8
0-14-7	0-20-20	3-12-12
0-14-14	2-12-6	4-16-0

#### (2) Services by Purchase Order

Constructing:  
Sod or Seeded Waterways  
Ditches  
Earthen Dams or Reservoirs  
Terraces

C. Procurement Methods - Conservation materials or services to be furnished farmers will be acquired by the Field Service Branch by one of the following methods:

(1) Purchase Order Plan. - Whereby a fair price is determined for a material or service meeting specifications, and purchase orders are issued by county committees to be filled by vendors who offer to furnish the material or service at a price not to exceed such fair price.

(2) Contracts. - Purchases under contracts made by an authorized contracting officer as a result of competitive bids.

D. Types of Delivery - Materials to be furnished will be delivered in one of the following methods.

(1) Contract Material. - Superphosphate. - Contract superphosphate purchased by the Director of the Field Service Branch will be handled

(a) By consignment to a member of the County Committee who will make delivery of the material to the farmers from the cars when it arrives or will cause the material to be placed in suitable storage controlled by the County Association. Material from storage may be delivered to the farmer by any authorized County Association employee, or

(b) Whenever practicable material will be consigned to local dealers or warehousemen acting under agreement with the county committee. These agreements must be approved by the State Committee.

(2) Contract Material. - Liming Material. - The State Committee will solicit bids and award contracts for delivery of liming material on FOB rail basis only. It will be handled:

(a) By consignment to a member of the County Committee who will notify the farmer or farmers of the arrival of the car. The farmer requesting the material will be responsible for any demurrage incurred.

(3) Purchase Orders. - Purchase orders may be issued for delivery at plant, quarry, stockpile, warehouse, siding, farm, or spread-on-field, in accordance with the desire of the farmer.

E. Allocations of Material - The amount of the available material will be determined in the following manner.

(1) Purchase Orders. - Purchase orders for approved materials and services may be issued, subject to program handbook limitations, within the limits of funds available for the purpose.

(2) Materials Furnished Under Contract - Superphosphate. - Superphosphate available for distribution in the State, will be allocated among counties by the State Office.

(3) Materials Furnished Under Contract - Liming Materials. - The State Office will accept orders from counties for various contractors subject to the tonnage offered by the contractor.

F. Allotment of Funds - Allotment of funds will be made to the State offices for purchase orders issued and for materials purchased under contracts, including costs paid by county associations for trucking, service fees, etc. Orders shall not be placed with contractors or purchase orders issued, unless the State office has sufficient unobligated funds available in the allotment to cover the estimated value of such orders or purchase orders. It is important that County Committees submit their monthly reports for both purchase orders and contract material which include an estimate of the funds to be needed to cover orders to be placed during the next period.



G. Liability of Consignee - The consignee shall be financially liable for all materials received which are not accounted for where the State Committee determines that the shortage was due to negligence, fraud, or carelessness on the part of the consignee. It is his responsibility to notify farmers of the arrival of material so that it may be distributed before demurrage charges accrue.

H. Refunds - If the amount of the deduction for the material or service furnished a farmer is in excess of his agricultural conservation payment earned for the program year, the excess amount shall be repaid to the Government. The recovery shall be in the form of a postal money order, certified check, or cashier's check, payable to the Treasurer of the United States, and forwarded through the county office to the State office with memorandum explaining the circumstances. In the event the refund is not obtained, the farmer's name should be placed on the register of indebtedness.

## Section II - Conditions under which Materials and Services are Furnished

A. Approval and Eligibility for Materials and Services - It is the responsibility of the county committee to determine that each request for a conservation material or service is approved for only the amount for which the farmer is eligible, and that he understands the conditions under which it is furnished. Any farmer participating in the agricultural conservation program is eligible to receive a material or service, provided the county committee determines that the material or service will be used for an approved practice under the program, and determines further that the farmer:

- (1) Is not indebted to the United States (except to Farm Home Administration, formerly Farm Security Administration) at the time his request is made.
- (2) Has not assigned his payment, or if he has, that furnishing the material or service will not be contrary to the interest of the assignee.

The county committee shall not approve a request for a material or service unless the farmer can effectively use it on his farm during the program year to carry out a needed Conservation practice, taking into consideration available equipment, labor, cropping system, livestock, previous land use, topography, and other related factors. In any case where the extent of the service which can be authorized is not sufficient to complete the practice in accordance with the State handbook requirements, the vendor and the farmer shall be so advised at the time the request is made. It will then be the responsibility of the vendor to look to the farmer for full payment on additional units of the service required to complete the practice.

The county committee may designate one or more persons employed by the county association to sign purchase orders in Section I approving requests for the committee. The county committee cannot delegate authority to approve Section III of the purchase order.

B. Maximum Value of Material and Services to be Furnished - The maximum value of any conservation material or service furnished to a person on the farm shall not exceed the number of units of the particular material or service approved for the farm or the "Minimum assistance" established for the farm, which ever is smaller. Conservation material or service for a particular practice cannot be furnished against amounts earned or anticipated to be earned for other practices.

## PART II - SPECIFICATIONS

### Section I. - Specifications for Materials & Services Procured by Purchase Orders

A. General - Conservation materials and services furnished to farmers by means of purchase orders must meet quality specifications. It is the responsibility of the county committee to notify each vendor offering conservation materials or services of the provisions relating to acceptance or rejection of material or service which does not meet the specifications and to see that materials furnished to farms in the county meet the specifications.

B. Materials and Services - The specifications for materials and services to be furnished are included in the State program handbook.

### Section II - Specifications for Materials Procured Under Contracts

Specifications for materials procured under contract will be set out in the contracts entered into. Approved specifications for materials to be purchased by the State office will be contained in the State program handbook.

## PART III - PROCUREMENT METHODS AND PROCEDURE

### Section I - Purchase Order Program

A. Definition - The purchase order plan is an arrangement under which materials and services are furnished to eligible farmers through local trade channels. The county committee issues purchase orders for the materials and services a farmer is eligible to receive. Where the purchase order represents only a part of the cost of the material or service, the remainder must be paid by the farmer to the vendor. The farmer may take the purchase order to any vendor who will fill it at a price not in excess of the price determined to be a fair price.

B. Determination of Fair Price - Fair price for materials and services furnished as conservation materials shall be determined as follows.

(1) Fertilizers - The fair price for superphosphate and fertilizer mixtures containing phosphate and potash will be determined by the State Committee. Fair prices determined may be established on a State or area basis.

A fair price shall be the price at which vendors in an area should be able to supply a material for local delivery under purchase orders, taking the following into consideration to the extent they can be ascertained:

(a) The prices which farmers are currently paying for the material through local supply channels,

(b) The prices at which farmers could obtain the same material through other than local channels, and

(c) The actual or estimated cost to the vendor and a reasonable margin for handling and profit.

(2) Liming Materials - Fair prices for liming materials will be determined by the county committee, subject to review by the State committee. A separate fair price may be determined for each transaction. The price agreed upon between the vendor on one hand and the farmer and the county committee on the other



hand will become the fair price for the particular material involved. This arrangement will permit consideration of any unusual conditions and circumstances involved in the furnishing of materials.

A fair price shall be the price at which a vendor agrees to furnish the materials at a given time under a given set of conditions, provided it is not excessive in relation to:

- (a) The prices which farmers are currently paying for the same or similar material under the same or similar conditions,
- (b) The prices at which farmers could obtain the same material through other than local channels, and
- (c) The actual or estimated cost to the vendor and a reasonable margin for profit.

(3) Services - Fair prices for services will be determined by the county committee subject to review by the State committee. A separate fair price may be determined for each transaction. The price agreed upon between the vendor on one hand and the farmer and the county committee on the other hand will become the fair price for the performance of the particular service involved. This arrangement will permit consideration of any unusual conditions and circumstances involved in the performance of services on individual farms.

A fair price shall be the price at which a vendor equipped to perform a service agrees to furnish it at a given time and under a given set of conditions, provided it is not excessive in relation to:

- (a) The prices which farmers are currently paying for the same or a similar service under the same or similar conditions, and
- (b) The actual or estimated cost to the vendor and a reasonable margin for profit.

C. Persons Who May and May not Fill Purchase Orders - Any person (except as provided below) who is willing to furnish materials meeting the required specifications at or below the fair price or to perform required services at prices acceptable to the farmer and the county committee is eligible to fill purchase orders. However, no purchase order may be issued to any person at a price which is higher than that person's cash ceiling price for the material or service under applicable regulations issued by the Office of Price Administration.

No person paid in full or in part from Field Service Branch funds for personal services and no firm with which any such person is identified or in which he has a controlling financial interest may supply materials and services on purchase orders unless permission is granted in individual cases by the Director, Field Service Branch.

Vendors are not eligible to fill purchase orders for conservation materials or services for use on their own farms or on the farms of other vendors of the same material or service.

A material shall be deemed not to have been furnished at a fair price if it is determined that the material does not meet specifications. At the option of the Field Service Branch such material shall be rejected, or accepted subject

to a deduction equal to three times the difference between the value (fair price) of the material specified and the material furnished as determined by the State committee. Where material delivered on purchase orders is found to be below specifications, the vendor shall be required to stop deliveries until it is determined that material meeting specifications will be delivered.

D. Materials and Services Furnished under the Purchase Order Plan - The types of materials and services authorized are listed in Part I, Section I(b) of this procedure.

E. County office operating procedure - County committees will authorize the furnishing of material or services under the purchase order plan by use of Form ACP-128, Purchase Order for Materials and Services. After the services are completed, properly signed and approved Forms ACP-128 shall be listed on Form ACP-142, Transmittal Sheet for Purchase Orders, when such orders are forwarded to the State office for payment.

(1) Form ACP-146, Fair Price Recommendations - County committees must submit a separate Form ACP-146 for each kind of material and each type of delivery to be furnished under the purchase order plan. The prices listed thereon should be the prices which the county committee have determined are fair prices for this type of delivery of the material in the area involved and should represent offers by vendors to furnish the material at the listed price.

The Form ACP-146 should be submitted to the State Office in triplicate prior to the time any ACP-128 is issued to the vendor.

(2) Form ACP-128, Purchase Order - This form will be printed in Rediform sets with original and two copies, and will be used for the following purposes:

- (a) To authorize and approve the purchase of superphosphate, mixed fertilizers and liming materials from local vendors.
- (b) To authorize and approve the procurement of services through local vendors.

Preparation of Form ACP-128 - Enter in the spaces provided the following:

- (a) Name of farmer for whom authority is issued.
- (b) State and county.
- (c) Farm Serial number.
- (d) Program year during which material or service is to be used.

Section I (Form ACP-128)

- (e) Name of vendor.
- (f) Address of vendor. (Place of Business.)
- (g) Date authority expires. (This date shall not be later than 60 days after the date the order is issued or the expiration date of the applicable program year, whichever is earlier.)



- (h) Signature of representative of county committee and date.

Section II, Part I (Form ACP-128)

- (i) Column (a) - Material or service authorized. (Only one material or service may be included on each purchase order.)
- (j) Column (b) - Specifications for material or service. (Enter the analysis of the material authorized such as 0-20-0, 0-14-14, etc. If liming materials or services are authorized, a notation to the applicable practice in the State Handbook should be made, such as "See NER-47-1-111)."
- (k) Column (c) - The quantity and unit authorized. (Example, 10 cwt., 100 cu. yds., etc.)
- (l) Column (d) - Quantity furnished. (Vendors should be advised that they should list the total number of units furnished, even though that amount is in excess of the units authorized. This information will be of assistance to county committees in completing performance reports.)
- (m) Column (e) - The approved fair price per unit for the material or service.
- (n) Column (f) - The portion of the fair price to be paid by the farmer.
- (o) Column (g) - The portion of the fair price to be paid by the Government. (The sum of column (f) and column (g) should be equal to the quantity authorized times the fair price.)

Section II, Part 2 (Form ACP-128)

- (p) Column (d) - The quantity furnished as shown by the vendor's entry in Part I, column (d) or the amount authorized by the county committee in Part I, column (c), whichever is smaller.
- (q) Column (e) - Insert the actual cost of the material or the credit rate whichever is smaller.
- (r) Column (g) - The applicable amount in the same column in Part I. (If the amount of material furnished differs from the amount requested and the change has the county committee's approval, the new maximum payment must be calculated and inserted in columns (f) and (g) of Part I. In all cases the entry in Part 2, column (d) times the entry in column (e) must equal the entry in column (g).)

Section III (Form ACP-128)

- (s) Part (A) (For use of the farmer receipting for the material or service.)
- (t) Part (B) (For use of the vendor applying for payment.)
- (u) Part (C) Signature of member of the county committee approving the vendor's application on behalf of the committee, and date of

approval. (Signature in this space indicates certification as set forth on reverse side. All corrections must be initialed.)

(3) Distribution of Form ACP-128

- (a) By county committee when order is issued. - All copies will be given to the farmer who requests the order.
- (b) By vendor. - The original and yellow copies should be transmitted to the county committee promptly, and so far as possible not later than the last day of the month during which the material or service was furnished. The green copy will be retained by the vendor.
- (c) The county committee will examine Forms ACP-128 submitted to cover services rendered for correctness of entries and computations and will distribute the forms by transmitting the original to the State Office with Form ACP-142. The yellow copy will be retained in the files as a record of indebtedness.
- (d) Distribution by State Office. - The original ACP-128 will be transmitted to the Disbursing Office with Form ACP-142, Form 1034 and Form 1064.

(4) NCR-62 and NCR-62a - This record will be maintained in duplicate and will be a listing of the purchase orders issued and delivered. The NCR-62a should be mailed to the vendor whenever the page is completed or at least once each week so that he will be in a position to know what orders have been issued by the county committee and the expiration date of each. As orders are filled by the vendor the county office copy NCR-62 will be used to maintain a record of orders delivered to be used in completing the regular monthly Progress Record, Form NCR-93.

A separate set of Form NCR-62 and 62a should be maintained for each vendor and if a particular vendor is handling more than one kind of material, for each material. Applicable entries will be made in the heading of the form and the various columns. A supply of the mimeographed forms can be obtained from the State Office upon request.

(5) Form ACP-142 - Transmittal Sheet for Purchase Order - After the Forms ACP-128 received from the vendors have been checked and verified, they will be listed on Form ACP-142. (See page 13 of the Directory of Conservation Materials Forms.) Counties should submit a transmittal as soon as practicable after the ACP-128's are received in the county office, and in all cases transmittals should be made at least once each week. A separate form must be prepared for each vendor and for each type of material.

(6) Form NCR-93, Report of Purchase Orders - County committees will submit a report as of the 20th of each month, giving information as to the number of purchase orders issued, the extent of the practices approved, the value of the Forms ACP-128 issued, and an estimate of the number and values of purchase orders to be issued during the next period. It is very important that this estimate be as accurate as possible if the State office is to maintain adequate funds to cover orders which are to be placed with the vendors. (Instructions for the completion of the report are listed on page 25 of the Directory of Conservation Materials Forms.)



F. State Office Operating Procedure - Purchase order forms received from the county will be audited and certified for payment by the State Office.

(1) Form ACP-146 - Fair Price Recommendations - This form will be reviewed as received and county committee recommendations considered before approval. If approved, the original approved copy will be returned to the county. No Forms ACP-128, Purchase Orders, will be scheduled for payment until Form ACP-146 is on file in the State Office. A record of the approved fair price will be maintained in the State Office for use in auditing Forms ACP-128.

(2) Form ACP-128 - Purchase Order - Upon receipt of Forms ACP-128 in the State Office they will be audited, with particular attention being given to the following:

- (a) The signature of the farmer in Section 3 agrees with the name of the farmer as listed in the upper right-hand corner of the form.
- (b) The signature of the vendor in Section 3 agrees with the name of the vendor as shown in Section 1.
- (c) Form ACP-128 is approved by a representative of the county committee in Section 1 and by a member of the county committee in Section 3.
- (d) The date the authority of the purchase order expires is not later than 60 days after the date the form was approved in Section 1.
- (e) The amount approved for payment in Section 2, Part 2, column (d) does not exceed the amount authorized in Section 2, Part 1, column (c).
- (f) The entry in column (e) is not greater than the approved fair price for the type of delivery in the area.
- (g) The entry in Section 2, Part 2, Column (e) is the credit rate or the actual cost of the material, whichever is lower.
- (h) The extension of columns (d) and (e) of Section 2, Part 2, equals the maximum payment in column (g), Section 2, Part 2.

(3) Form ACP-142 - Transmittal Sheet for Purchase Order - An audit will be made to ascertain:

- (a) The entries in columns (a), (b), (c), and (d) check against the appropriate entries on Form ACP-128.
- (b) Total columns (c) and (d) to determine that the quantity and amount claimed are correct.
- (c) A copy of the finally approved transmittal will be returned to the county office.

(4) Preparing Vouchers and Schedules - Standard Form No. 1034 to cover purchase orders will be prepared and scheduled on Standard Form 1064, certified, and transmitted to the Regional Disbursing Office for payment.

(5) Preparing Monthly Reports - Monthly reports will be prepared by the State office from reports submitted by the counties.

Section II - Contract Materials

A. Liming Materials - Liming materials will be furnished under contract on an f.o.b. rail basis only. The types of liming materials which will be furnished are:

Regular agricultural limestone

Lead Mine Refuse (Dolomitic limestone)

B. Cash Collection - The Field Service Branch will assume the total cost at the rail siding or the 1947 credit rate for the material, whichever is the smaller. A cash collection of any cost in excess of the credit rate will be made in the following manner:

(1) The farmer will pay the county committee the difference between the credit rate and the cost of the material (including freight) if the cost exceeds the credit rate. The county committee must make the collection prior to the time the car is unloaded.

(2) Cash collections received in connection with (1) above will be handled in accordance with existing instructions, county memorandum, and will be listed as Conservation Materials Guarantees.

C. Ordering and Accounting for Shipment by Rail (Superphosphate and liming Materials.)

(1) Orders for superphosphate and liming material to be received by rail will be taken by the county association by use of Form ACP-64, Request for Conservation Material or Service. The county committee will request material in carload lots from the State office by use of Form ACP-65 which will be prepared in accordance with instructions on Page 4 of Directory of Conservation Materials Forms. The original and first two carbons of ACP-65 will be sent to the State office while the last copy will be retained in the county office. When a shipment of material has been ordered by the State office, the original and first carbon copy of Form ACP-65 bearing a AAA order number, name of contractor, shipping point, contract number, bill of lading number, date of approval, and approximate delivery date will be received by the county office.

(2) When a shipment of material is received by the county office, Form ACP-67, Receiving and Inspection Report, will be prepared for the shipment. The form will be prepared as follows: (See Page 6 of Directory of Conservation Materials Forms.)

(3) Distribution of conservation materials by consignee. -- The consignee will supervise the distribution of conservation materials to see that each producer receives the amount requested on Form ACP-64. The producer will receipt for the materials by signing on the space provided for on the Form ACP-64. Consignee will arrange for the use of a scale, if possible, for weighing any bulk material which is received. Where scales are not available, the division of the material among the producers may be handled in any manner satisfactory to all interested parties.

(4) The county committee will account to the State committee for the distribution of the exact quantity shown to have been received on Form ACP-67 by use of Form ACP-65 and will make whatever cash collections are necessary. Form ACP-65 when used in this manner will be prepared as follows: (See Page 5 of



Directory of Conservation Materials Forms.) In addition to the instructions contained in the directory, Form ACP-65 must also include the following information: (1) unit cost to farmer, (2) township credit rate, (3) amount collected per unit, and (4) total amount collected.

(5) Liability of Consignee. -- The consignee shall be financially liable for all materials which is not accounted for on Form ACP-65 provided the State committee determines that the shortage was due to gross negligence or carelessness on the part of the consignee.

(6) ACP-88 or ACP-88 (Revised), Oath of Office. -- The person designated by the county office as consignee must have executed an ACP-88 or ACP-88 (Revised) in order to be eligible to act in this capacity, unless such person has signed a dealer handling contract (Form NCR-46-78).

(7) The county office will report to the State office on the first of each month by use of Form ACP-65 the amount of fertilizer distributed under each AAA order number during the previous month so long as any material is on hand in the county. Reports of distribution of shipments of rail limestone (Form ACP-65) must accompany Form ACP-67 to the State office in all cases. A complete report on the distribution of limestone must be made not later than one week after the shipment is received in the county.

(8) Record of Indebtedness. -- When delivery of material has been made and the farmers receipt has been obtained on Form ACP-64, the original of Form ACP-64 should be filed in the Record of Indebtedness file.

(9) Payment for rail shipments will be made by State office on basis of information contained on Form ACP-67 received from the county office.

(10) Record of Orders Placed and Delivered. -- A record of orders for rail limestone placed and delivered will be maintained in the county through use of the Form NCR-79-III. Instructions for the completion of this form are listed on the reverse side of the form. A supply can be obtained from the State office in the regular manner.

(11) Reports. -- The county office will submit to the State office reports covering orders placed and orders delivered as of the 20th of each month. Form NCR-69, County Liming Materials Report, will be utilized for this purpose and will be prepared as follows: (See Page 23 of Directory of Conservation Materials Forms.)

(12) Dealer Handling Contracts. -- County committees, subject to the approval by the State committee, shall enter into contracts with local dealers for receiving, distributing, and storing superphosphate provided prices offered are not considered by the State committee to be excessive. Form NCR-46-78 will be used for this purpose.

(13) Transfer of Materials or Services. -- Any farmer to whom materials are furnished shall be responsible to the Field Service Branch for any damages to the materials unless he shows that the damage was caused by circumstances beyond his control. If materials are abandoned or not used during the program year, they may at the option of the county committee be transferred to another farm or otherwise disposed of at the expense of the farmer who abandoned or failed to use the materials, or retained by the farmer for use in a subsequent program year.

(14) Transfers of Material or Service within the Current Program Year - If, prior to the closing date of the program year, it is determined that the material or service furnished to a farmer will not be used by him to perform a practice during the program year, and they are in an acceptable condition, such material or service may be transferred by the county committee to another eligible person on the same farm, or in the case of materials on another farm for use under the current program.

(15) Transfer of Material or Service from a Previous Program Year to the Current Program Year - (a) To the Same Farmer. - If all or any part of the material furnished to a farmer is unused at the end of the program year, or in the case of services the practice being carried out therewith is not completed to where payment therefor can be made under the previous program, the county committee may cancel the charge against the farmer under the previous program and raise a charge against him for all or any part of the material or service under a current program using the current deduction rate, provided the material or service is in condition to be used and will likely be used in carrying out a practice under the current program. (b) To Another Farmer. - If the farmer to whom the material or service was furnished under the past program abandons it or will not be in a position to use it to carry out a practice under the current program, it may be transferred to another eligible farmer on the same farm (or in the case of material on the same farm or another farm) at a charge at the current program deduction rate and without any collection by the county association from the farmer who agrees to take the material; except that where the county association has incurred expense in reconditioning, repossessing, or transporting the material, the farmer to whom the material is transferred shall be required to pay the county association the difference between the current cost (fair price where established) of material of that type and quality and the payment that may be earned by using it under the current program.

(16) Collections for Material or Service Transferred - In no case will a collection made by the county association from the farmer who failed to use the material be refunded to him except where necessary to correct errors. Any cash investment by the farmer from whom material is being transferred is an amount which he must arrange to recover direct from the transferee to the extent they may agree upon. In addition, it will be necessary to recover from the original farmer the amount of damage to the material, as determined by the county committee, and any expense of the county association for reconditioning, repossessing, and redelivery, unless the farmer satisfies the county committee that he is without fault in the matter.

(17) Credit Rate for Material Transferred - Where material that is to be transferred to another farmer has deteriorated and although still usable cannot be used to earn payment on the same basis as new material, the transferee shall be charged only for an equivalent quantity of new material and shall be required to use a correspondingly larger amount of the deteriorated material to earn the practice payment per unit offered for new material.

### Section III - Contracts

A. State Procedure - Bids for liming material to be furnished on an f.o.b. rail basis will be solicited by the State contracting officer. When the date of making the solicitation and the bid opening date and time have been determined the State office will prepare Standard Forms 33 and related papers and mail two copies thereof to each person or firm to be solicited. Two copies shall be



given to any person who requests permission to bid and one copy will be posted in the Post Office at Decatur, Illinois. The State office will complete Standard Form 33 as outlined on page 44 of the NCR-61.

(1) Receiving Bids. - When bids are received in the State office they will be held unopened under lock until the date of the bid opening. Any bid opened through error before the date of the bid opening will be immediately resealed by the person who opened it and the envelope signed to show who opened it. The person who opened the bid will be held responsible that the contents thereof are not divulged.

(2) Opening Bids. - On the bid opening date at the time and place specified, bids will be opened publicly, read and the prices recorded by the State office on a bid abstract (Form NCR-67-A, Bid Abstract (State) which will be a permanent record. The bid abstract will be completed as follows: (See Page 19 of NCR-61).

Bidders may be present at the opening of bids. Bids received after the time of bid opening but which were clearly delayed in the mails, as evidenced by postmarks and confirmed by the Postmaster, will be opened, considered and clearly marked to show time of receipt. Bids may be corrected, amended, or withdrawn by telegram or letter prior to the time of opening. A statement signed by a representative of the State committee is necessary if corrections made by bidders on bidding schedules are not initialed by such bidders. Complete telegraphic bids, telephone or oral bids, or bids submitted by letter and not on Standard Form 33 cannot be considered. Bids may not be corrected or modified after bids have been opened; however, clarification of a bid may be considered by the State committee, and when a price bid is obviously in error the State committee should verify the price by securing a written statement from the bidder which should be attached to the bid.

(3) Examining Bids. - The State office will examine all bids to see that they are properly executed, that no modifications have been made in the terms of the invitation and that bids have been properly signed by authorized representatives. The State committee will make such inquiries or investigations as may be necessary with regard to bidders' sources of supply, credit facilities, and equipment to administratively determine bidders' ability to comply with their offers.

(4) Readvertising. - If it is determined that all bids should be rejected, if original bidder's supply of material has been exhausted, or if contract is terminated before completion thereof, the State office may readvertise.

(5) Awards. - Award for material for which bids were solicited will be made by the State contracting officer. Form NCR-971-A (Notice of Acceptance-State) should be used to notify the bidder that his offer has been accepted. Forms NCR-971-A should be prepared as follows: (See Page 43 of NCR-61)

(6) Standard Form No. 1036. - This form should be prepared for each award made. The form should be prepared as follows: (See Page 47 of NCR-61)

If award is made to other than low bidder, a complete explanation and justification of the action taken should be made on the Standard Form 1036.

(7) Numbering Contracts. - The State office will number the contracts consecutively beginning with the number 1, proceeded by the letter A33 fsb; for example A33 fsb-1. A register of numbers shall be prepared showing the contract number and the name of the contractor. This contract number will be entered in the upper right hand corner of the bid form in the space marked "Contract Number" on the original signed bid, the original typed copy and all carbon copies.

(8) Distribution of U.S. Standard Form 33 (Revised) and Related Forms. -

(a) The signed original of Form 33, a signed copy of the Notice of Acceptance, and the originals of all related papers (Except Standard Form No. 1036) shall be attached together and forwarded to the Contract Examining Section, General Accounting Office, Washington 25, D.C.

(b) The original Notice of Acceptance shall be forwarded to the contractor with a letter of instructions relating to the ordering of materials, and payment.

(c) A copy of the bid abstract, a copy of the Notice of Acceptance and Standard Form No. 1036 shall be attached together and forwarded to the Regional office.

(d) The following shall be filed in the office of the contracting officer:

(1) Accepted Bids. - Copies of accepted bids, Forms 1036, Notices of Acceptance and abstracts of bids.

(2) Rejected Bids. - All rejected bids.

(9) Form PC-1, Notice of Award of Contract. - Form PC-1 shall be prepared for each contract subject to the provisions of the Walsh-Healey Act.

(10) Form PC-13-Poster. - Forms PC-13 shall be sent to all contractors subject to the provisions of the Walsh-Healey Act.

B. Allocations, Approving Requests, Placing Orders, and Office Records - State Office - Contract Material.

(1) Superphosphate. -

(a) Superphosphate will be allocated to State offices by Regional office and a control card to cover the allocation will be set up by the State office on Form NCR-46-66. Instructions for the preparation of Form NCR-46-66 are as follows: (See Page 40 of NCR-61)

(b) The State office will approve requests from county offices for superphosphate, within the limitations of each State allocation of material. The State office will order the material from the contractor by means of Form ACP-130, Request for Shipment and Standard Form 1103, Government Bill of Lading. Forms ACP-130 and Standard Form 1103 should be prepared as follows: (See Page 10 of NCR-61 for Preparation of ACP-130 and Pages 49 and 50 for preparation of B/L also distribution of forms.)



- (c) As soon as the material has been ordered by the State office the county office will be notified by means of Form ACP-65 that the material has been ordered. The Form ACP-65 used in this manner will be the one received from the county office requesting the material. Forms ACP-65, when used for this purpose will be prepared as follows: (See Paragraph D on Page 4 of NCR-61)
  - (d) Shipment of material. - When the material has been shipped, the State office will receive a copy of the bill of lading covering the shipment, and will be on the lookout for a Receiving and Inspection Report (Form ACP-67) to be received from the county office or consignee to cover the shipment. The State office will also maintain a record so that a sample to be analyzed will be requested for every tenth car shipped into a State by a contractor. The State office will maintain a record on Form NCR-82 of each carload of fertilizer received in the State. The quantity received by the county will be obtained from the Form ACP-67 received for the shipment, and the quantity distributed will be taken from Forms ACP-65, which the county will submit to the State office each month until the entire quantity received in the shipment has been accounted for. Instructions for the preparation of Form NCR-82 are as follows: (See Page 27 of NCR-61)
  - (e) Dealer Handling Agreements. - These agreements (NCR-46-78) are subject to approval by the State office. If the prices bid are not considered by the State office to be excessive the agreements should be approved by a representative of the State office and returned to the county office. A representative of the State office should sign and date the form in the spaces provided.
- (2) Liming Materials. -
- (a) The State office will accept orders for liming material to be placed with various contractors according to the quantity of material offered under the contract. The State office will order the material from contractors by use of Form ACP-130 and Standard Form 1103, Government Bill of Lading. Form ACP-130 and Standard Form 1103 will be prepared as follows: (See Page 10, NCR-61 for Instructions for ACP-130) (See Pages 49 and 50, NCR-61 for Instructions for B/L)
  - (b) The county office will be notified by means of Form ACP-65 that the material has been ordered. The Form ACP-65 used for this purpose will be the one received from the county office requesting the material. Form ACP-65 when used for this purpose will be prepared as follows: (See Paragraph D on Page 4 of NCR-61)
  - (c) Cost Schedule for Rail Shipments. - Form NCR-73 will be used by the State office to notify counties of the freight rates and f.o.b. rail prices from various shipping points in the State so that the county office will be in a position to determine the amount of cash per ton to be collected from the farmers who receive the material. The cash to be collected will be the difference between the cost of the material, plus freight, and the applicable credit rate for the township concerned.

- (d) When the material has been shipped by the contractor a copy of the bill of lading will be received by the State office. The State office will then be on the lookout for Form ACP-67 covering the shipment to be received from the county office.

In the case of liming materials, all material will be distributed at once. Therefore, Form ACP-65 covering distribution of the entire quantity shown on Form ACP-67 as having been received should accompany Form ACP-67 to the State office.

- (e) State Office Records and Reports on Liming Materials. - The State office will maintain a record of material furnished by each contractor by use of Form NCR-46-83, State Record of Contractor. This form should be prepared as follows: (See Page 28 of NCR-61)
- (f) Monthly Report. - The State office shall prepare a summary of all county monthly reports for submission to the Regional office. This report shall be forwarded on the first of each month by use of Form NCR-70, State Liming Materials Report". Form NCR-70 shall be prepared as follows: (See Page 24 of Form NCR-61)
- (g) Obligation of Funds Covering Charges for Rail Transportation. - The State office will advise the Control Accounts and Audit Section on the last day of each month of the amount of funds required to pay the freight charges on all material shipped on Government bills of lading during that month. This amount will be determined by multiplying the number of tons shown on the State office copy of completed bills of lading received from the shipper during the month times the applicable average freight rate.

#### C. Payments Under Contracts - State Procedure.

##### (1) Rail Shipments of Liming Materials. -

- (a) Forms ACP-67, Receiving and Inspection Reports covering f.o.b. shipments of liming material received by the county will be used by the State office to prepare Standard Form No. 1034 to cover the shipments. This will be mailed to the contractor for signature. The contractor after signing the Standard Form 1034 will return it directly to the State office. Standard Form 1034 will be prepared by the State office as follows: (See Pages 45 and 46 of NCR-61)
- (b) Upon return of Standard Form No. 1034, properly signed, it will be scheduled by the State office on Standard Form 1064, certified, and transmitted to the regional disbursing office for payment. Standard Form No. 1064 should be prepared as follows: (See Page 48 of NCR-61)

##### (2) Vouchers Covering Superphosphate. -

- (a) State offices will be provided by the Regional office with copies of contracts awarded by the Department of Agriculture, under which shipments will be made. Upon receipt of each contract, the State office will set up a record covering allocations and payments to contractors under the contract. Form NCR-46-66, Fertilizer control Card, should be used for this purpose and should be prepared as follows: (See Page 40 of NCR-61)



- (b) Contractors will bill the State office each week for all shipments made during the week.

(1) The contractors claim for payment will consist of the following:

- (a) Original and one copy of Standard Form 1034.
- (b) Original and one copy of Form ACP-141.
- (c) One copy of the completed bill of lading.

All forms will be prepared by the contractor.

- (c) Forms ACP-67, "Receiving and Inspection Report", will be forwarded by the county office directly to the State office.

(d) Audit of vouchers in the State office:

(1) The State office will verify--

- (a) Contractor's name, address, and contract number.
- (b) Description of the material.
- (c) Shipping Point.
- (d) Price.
- (e) Tonnage claimed vs. amount shown as received on Form ACP-67 (vouchers cannot be certified until the applicable Form ACP-67 is received in the State office).
- (f) Bill of lading number as shown on Form ACP-67.
- (g) Total amount claimed.

(e) Distribution of Forms:

(1) To the disbursing office--

- (a) Original Standard Form 1034.
- (b) Original Form ACP-141.
- (c) Standard Form 1064 (same number of copies as used for limestone vouchers).
- (d) Original of Difference Statement, if any.

(2) Retained in State office--

- (a) Copy of Standard Form 1034.
- (b) Copy of Form ACP-141.
- (c) Copy of Bill of Lading.
- (d) Form ACP-67.

(3) To Control Accounts and Audit Section--

- (a) One copy of Form ACP-67 in all cases of loss, damage, or shortage in order that Control Accounts and Audit Section can adjust freight. Enter in "Remarks" space, information as to the deduction, if any, made from the contractor's voucher.

(f) Adjustments in amount claimed:

(1) Bagged material--

- (a) Adjustments will be made on the basis of shortages reported on the applicable Form ACP-67.
- (b) Losses in transit will be adjusted with the carrier on the basis of the report on the original bill of lading and Form ACP-67.
- (c) Short shipments will be adjusted with the contractor unless no seals or broken seals are on the car upon arrival or it is established that the number of seals at destination do not agree with those placed on the car by the contractor in which case the adjustment is made with the carrier.
- (d) After the Control Accounts and Audit Section has reviewed Form ACP-67 in cases of loss, damage, or shortage it may be necessary to make subsequent adjustments with the contractor. Such adjustments shall be made on any unpaid vouchers received in the State office upon request of the Control Accounts and Audit Section.
- (e) Adjustments for substandard material will be made in accordance with instructions from the Chief. Deductions will be made only on request of the Regional office.

(2) Bulk material. - In all cases where the shortage is less than 3% and Form ACP-67 gives no explanation concerning loss in transit (such as leaky cars) no deduction for the shortage will be made. If the shortage is in excess of 3%, the responsibility for the shortage will be determined on the basis of the weight certificates submitted and the actual scale weights determined by the consignee as shown on Form ACP-67.

- (a) If the shortage is in excess of 3% and Form ACP-67 does not explain the reason for the shortage and no weight certificate was submitted by the contractor, a weight certificate should be requested from the contractor and additional information if necessary from the consignee. If the weight certificate submitted by the contractor shows the amount shipped to be the same as the amount claimed by the contractor the carrier will be responsible for the shortage. The weight certificate should be attached to the copy of Form ACP-67 forwarded to the Control Accounts and Audit Section.
- (b) If the contractor does not submit the requested weight certificate, the deduction should be made from the contractor covering the amount of shortage in excess of 3%.
- (c) If the weight certificate submitted by the contractor shows a lesser amount shipped than claimed by the contractor, the contractor's voucher should not be approved for an amount in excess of the amount actually shipped.

(g) Difference Statement (Form NCR-46-74)

(1) Distribution--

- (a) Original with voucher to disbursing office.
- (b) Copy to payee.
- (c) Two copies with State office voucher file.
- (d) Copy to North Central Division.



- (h) Appropriation Chargeable. - The appropriation chargeable will be the appropriation in effect at the time the contract was awarded.
- (i) Bureau Voucher. -
  - (1) Bureau voucher number should be used from the same series used for liming materials.
- (j) Allocation of Material;
  - (1) The regional office will continue to make allocation of material.
  - (2) Payment for tonnage furnished under each contract may not exceed the allocation received from the regional office.
- (3) Obligation of Funds. - Funds will be obligated to cover the cost of material ordered in accordance with instructions issued by the Administrative & Fiscal Section of the North Central Division.

D. Deductions on Vouchers

(1) Reasons for making deductions.--

- (a) When contractor claims at a rate in excess of that stipulated by contract, or in the case of purchase orders at a rate in excess of the fair price established or the portion thereof payable by the Government.
- (b) When shortages in material are reported for which the contractor is definitely responsible. (Shortages for which the carrier is responsible should not be deducted from the contractor's bill).
- (c) Materials or services which do not meet specifications.

(2) Method of making deductions.--

- (a) In all cases where the audit reveals that a bill will be certified in an amount different from the amount claimed, a "Difference Statement," Form NCR-46-74 will be prepared in triplicate, describing the deduction on the face of the voucher.

E. Distribution of Standard Form 1064 and Supporting Forms -

- (1) Forward the original and two copies of Standard Form 1064 to the regional disbursing office, together with the original vouchers, Standard Forms 1034, Forms ACP-128 with ACP-142.
- (2) Forward one copy to the State accountant.
- (3) Retain one copy in the scheduling unit.
- (4) When a copy is returned from the disbursing office, the scheduling unit should transfer the additional information which has been placed on the forms by the disbursing office to their file copy of the schedule. The form returned by the disbursing office should then be forwarded to the State accountant.

F. Mailing Checks to Others than the Contractor or Vendor.- A contractor may submit to the State office a request that checks drawn in his favor be mailed in care of any designated addressee. This request may be canceled at any time on written request of the contractor. In the case of a vendor such request must show in the address on each ACP-142.

#### PART IV - SAMPLING AND ANALYZING MATERIALS

##### Section I - Fertilizers

A. Contract Materials (bagged) - Upon request of the State office the county office will take samples from shipments of superphosphate. The county office should use a sampler that removes a core from the top to the bottom of the bag. If a sampler is not available, the county office will be sure that the sample taken is representative of all parts of the bag. Take cores from not less than 10% of the bags present unless the process necessitates cores from more than twenty bags, in which case take a core from one bag for each additional ton represented. If less than one hundred bags, sample not less than 10 bags; if less than ten bags, sample all bags. Thoroughly mix the portions taken on a clean oilcloth or paper, reduce by quartering to the quantity of sample required, and place in an air-tight container.

Samples should be forwarded to the State office in moisture proof bags properly identified as to county and State code number, Aaa order number, car number, and name and address of contractor, and date sample was taken.

B. Contract Materials (bulk) - Samples should be taken from several places in the car. These should be thoroughly mixed and then the proper quantity for the sample to be tested should be quartered out. At least a pound of material is necessary for proper analysis.

C. Purchase Order Material - Each dealer must, before filling a purchase order, file with the county committee a statement as to the quality of the material which will be furnished. The penalty provisions of the fair price regulations place upon administrative officials the responsibility for making determinations as to whether materials meet guarantee. The system of control must be adequate for this purpose regardless of the general protection offered consumers by State fertilizer control laws.

Consequently, County Committees should secure a sample of each type of fertilizer from the first order issued to a vendor. Additional samples of material should be secured periodically. All samples should be transmitted to the State office with proper identification which would include the vendor's name, the farmer's name, farm number, amount of material furnished, etc. These samples will be forwarded to the Regional laboratory.

##### Section II - Sampling and Analyzing Liming Materials - State Procedure

A. General - The State office, through the fieldmen, shall determine the name and location of each quarry or pit, from which samples should be taken within each county. Form NCR-94 will be typed in the county office and should list all such quarries, pits, and stockpiles. Instructions for the preparation of Form NCR-94 are as follows: (See Page 37 of NCR-61)



The State office shall set up a sample taking time schedule which will afford an even flow of samples to the laboratory and will permit the analysis of at least one sample from each source during each month. Each county committee should be advised of the designated period during each month in which it is to take samples and the final date during that period on which the samples should be mailed to the laboratory. The schedule should be set up by use of Form NCR-46-95, County Limiting Material Sampling Schedule. Instructions for the preparation of Form NCR-46-95 are as follows: (See Page 38 of NCR-61)

B. Sources located outside of the State - When a source is located within the North Central Region and material is being furnished in both the State in which the source is located and in an adjoining State, samples will be taken and analyzed by the State in which the source is located. Arrangement should be made between the State committee of the State in which the source is located and the State committee of the adjoining State in which the material also is being delivered so that the results of the analyses will be available to both State committees. If the material is being furnished in a State of the North Central Region from a source located outside the region, samples of the material furnished will be taken from the truck or railroad car upon arrival at its destination.

C. Results of analyses from the laboratory.--

(1) The State office will receive the original and two carbons of the completed Forms ACP-133 from the laboratory. (The laboratory will retain the bottom copy).

(2) The State office shall review all results of analyses received from the laboratory.

(3) If the results of the analyses indicate that the material is below specifications the State office shall proceed as follows:

(a) Request the county committee to obtain another sample immediately and to obtain additional samples once each week until advised further.

(b) Advise the State laboratory to give preference to the additional samples and request it to report the results of the analyses immediately to the State office.

(c) If the results of the analyses of the second samples are satisfactory it can be assumed that the first samples were not representative of the material and the county committee should be so advised and instructed to discontinue taking samples at weekly intervals and to revert to the regular monthly sampling schedule. If the results of the analyses of the second samples do not meet specifications, the procedure set forth in paragraph D below should be followed.

(4) The State office will transmit two copies of Form ACP-133 to the county committee and retain the original. The county office will forward one copy to the producer.

(5) The original forms will be filed in a 5 x 8 card file alphabetically by name of producer.

(6) Original Forms ACP-133 covering material not meeting specifications should

not be filed until the case has been settled in accordance with procedure set forth herein. Such forms should be maintained in a separate file for ready reference until each case is settled.

D. Material not meeting specifications.

(1) If the results of the first sample indicate that the material does not meet specifications, the county committee and the producer of the material should be advised of this fact and the producer also advised that samples will be taken at frequent intervals until a definite determination of the quality of the material can be made. It shall be the responsibility of the producer to advise truckers or other customers of this fact.

(2) The State office should make every effort to assist the producer to bring the quality of his product up to standard.

(3) As soon as the material again meets quality specifications, the county office should be immediately instructed to return to the regular monthly sampling schedule.

(a) No adjustment in the payment or deduction for liming material purchased by or furnished to individual farmers shall be made with respect to material acquired prior to receipt of notice by county committee from the State committee that the liming material fails to meet specifications.

(b) If the material is being furnished under contract, the contractor shall either furnish each farmer an additional amount of material as required by the State office or receive payment for the material at a proportional reduction in price as provided in the contract.

(4) If the material from a particular source consistently runs under specifications and the producer appears to be making no effort to improve the quality, all the output of the producer shall be considered as below standard until the State office is satisfied, from subsequent samples, that the material again meets specifications. The State office shall average the analysis reports received to date and on the basis of the deficiency shall require a correspondingly greater amount of the material to be applied in the future to earn credit at the established credit rate per ton. This requirement shall begin upon receipt of notice to the county committee from the State committee that the material does not meet specifications. This notice shall set forth the amount of additional material required.

(a) Contracts covering this material shall be canceled or amended to provide for material of the revised specifications.

(5) Material Being Produced and Stockpiled for Future Delivery. - If samples are taken during the time a stockpile is being produced and some of the analyses do not meet specifications, the quality of the material in the stockpile shall be determined as an average of all analyses taken during the stockpiling process.

E. Determining Deductions for Material Not Meeting Specifications - The specifications shown in the State Handbook will be considered minimum specifications for each type of material whether sold to farmers commercially or purchased through AAA contracts. If material does not meet these specifications the State committee will determine the additional amount of material required



to earn credit for one unit under the Agricultural Conservation Program.

### Section III - Sampling Liming Materials - County Procedure

The County committee shall definitely assign the task of taking samples to a responsible employee who may be a member of the committee. Samples should be taken from every source of agricultural liming materials used for conservation purposes, which is located within the county in accordance with a sampling schedule on Form NCR-46-95 sent to the county office by the State office.

A. Method of Taking Liming Material Samples - Each county committee shall purchase or otherwise provide themselves with the following equipment:

1 bucket, 1 small handscoop, 1 old auto license plate or similar piece of metal, 1 large spoon, and 1 square yard of paper or oilcloth.

In addition to the above-mentioned equipment, the State committee shall provide the county committee with a sufficient supply of cellophane bags and envelopes and Forms ACP-133, "Conservation Materials Analysis Report".

B. Taking Samples at the Quarry - If possible samples should be taken from the chute. However, if the chute is inaccessible and the material is being loaded on to a stockpile or directly into trucks, the sample may be taken from the stockpile or the truck.

(1) If the samples are to be taken from the chute, use the scoop and take samples at intervals as the material leaves the chute and place the sample in the bucket. Care should be taken to see that samples from the sides of the chute as well as from the center are obtained.

(2) If the sample is to be taken from the stockpile, use the scoop to take samples beginning at the bottom on the outside of the pile, up and around the pile until the last sample is taken from the top. Place all scoopsful as taken in the bucket.

(3) If a sample is to be taken from a truck at the quarry the handscoop should be used to take samples from both sides, both ends, and the center of the truck load. All scoopsful taken should be placed in the bucket.

(4) After the samples have been taken and placed in the bucket as described above, proceed as follows: Take the large spoon and mix the limestone in the bucket thoroughly, being careful not to shake the bucket or whirl it which would cause the coarser material to separate from the finer material. Lay the square yard of paper or oilcloth on a smooth surface and turn the bucket upside down quickly on the paper, or oilcloth, permitting the lime to fall on the paper or oilcloth in as near one mass as possible. DO NOT pour the lime on the paper or cloth. Take the auto license plate and divide the pile into two equal piles by forcing it straight down through the center of the pile and scraping one side away from the other. Place the part scraped away back on the truck or stockpile. Put the remainder back in the bucket and again mix thoroughly and dump again on the paper or oilcloth. Divide the pile with the license plate again, putting the part removed back on the truck or stockpile. Place the remainder in the bucket and mix thoroughly with the spoon. Then take the spoon and fill the cellophane bag from the lime in the bucket. The cellophane bag



containing the sample should be placed in the manila envelope and clearly labeled.

Samples of marl should be taken and prepared in the manner set out above except that the sample may be taken from the pit or from a truck which was loaded at the pit while the person taking the sample was present.

Samples taken of refuse lime and slag from stockpiles should be taken in the manner set forth above except in the case of extremely large stockpiles the samples should be confined to the area in which trucks or railcars are being loaded on that particular day. If trucks or railcars are being loaded at several points on a large stockpile, samples should be taken from all loading points. Samples should be taken from at least ten places around and over the area being sampled.

C. Mailing Samples - All samples taken during the period specified by the State committee shall be securely packaged and mailed directly to the Central Illinois Testing Laboratories, 511 East Madison Street, Springfield, Illinois, on the date specified by the State committee. The samples should be mailed in any type of container available to the county committee which will be sufficiently strong to permit the samples to be received at the laboratories in good condition. Form ACP-133 completed as outlined on Page 11 of the Conservation Materials directory must be included with each sample. This form should be placed on the inside of the package but on the outside of the cellophane envelope which encloses the actual sample.

D. Form NCR-94, Notice of Liming Material Samples Taken - The county office will prepare a record of the dates samples were taken and mailed to the laboratories on Form NCR-94. Form NCR-94 will be prepared by the county office as follows to show this information: (See Page 37 of NCR-61, Directory of Con. Materials Forms.)

#### Section IV - Checking Weights of Liming Materials Delivered Under Field Service Branch Contracts

A. General - In cases where a contractor has been found by the county committee, or in some other manner, to be furnishing short weights the State committee shall determine whether such short weights are deliberate and constitute an attempt to defraud the Government or whether the circumstances would indicate that the contractor did not knowingly furnish short weights. In those cases which the State committee determines were without intent to defraud, the contractor shall be required to deliver to each farmer the correct amount of material as shown on the delivery receipt.

B. Contractors Obtaining Receipts Before Material is Delivered - In any case where the State committee has indication that the contractors are obtaining receipts before the material is actually delivered, such contractors' vouchers should not be approved for payment until the county committee has assured itself that the farmers have received the full tonnage covered by the receipts.

C. Vendors Furnishing Material under the Purchase Order Plan - Any irregularities especially of the type outlined under (A) or (B) above by vendors furnishing material under the purchase order plan should be handled as outlined in the previous paragraphs.



D. Notice. - All cases where the county committee or State committee has indication that the contractor is deliberately attempting to defraud the Government such as furnishing short weights, obtaining receipts before material is delivered, etc., shall be reported to the regional office for handling. In no case of deliberate fraudulent action by the contractor shall the county or State committee attempt to make a settlement without the approval of the regional office. In these types of cases vouchers should not be certified for payment until a definite decision is made with respect to alleged irregularities.





